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ABSTRACT

This annotated bibliography lists curriculum materials for office occupations education which were produced by Federal agencies and are appropriate for these subject matter areas: (1) accounting and computing, (2) data processing, (3) filing, office machines, and general office, (4) information communication, (5) materials support, (6) personnel, training, and related occupations, (7) stenographic, secrtarial, and related occupations, (8) supervision and administrative management, and (9) typing and related occupations. Where possible, these subject matter areas are further subdivided into specific occupational areas. In addition to the office occupations area, instructional materials which may have general application to any vocational area are classified into these categories: (1) basic education, (2) guidance and counseling, (3) teacher education, and (4) disadvantaged/handicapped: internal and external. Entries are arranged by title and include date of publication, number of pages, author or corporate author, brief annotation, special aspects, document contents, relevant instructional areas, and document source. An introductory section explains the coding system, locating and ordering materials, and interpreting citations. Related documents are available as VT 014 542-VT 014 548. (SB)

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VOCATIONAL INSTRUCTIONAL MATERIALS

for Office Occupations

AVAILABLE FROM FEDERAL AGENCIES

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
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VT014544

AUGUST 1971

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THIS LISTING OF INSTRUCTIONAL MATERIALS WAS DEVELOPED PURSUANT TO CONTRACT NO. OEC-0-70-4480 (357) BY THE NORTHWEST REGIONAL EDUCATIONAL LABORATORY AND THE UNITED STATES DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE, OFFICE OF EDUCATION IN ACCORDANCE WITH PART I, CURRICULUM DEVELOPMENT, OF THE VOCATIONAL EDUCATION AMENDMENTS OF 1968. SEPARATE LISTS OF VOCATIONAL EDUCATION INSTRUCTIONAL MATERIALS DEVELOPED UNDER THIS PROJECT INCLUDE THE INSTRUCTIONAL AREAS OF AGRICULTURE, DISTRIBUTIVE EDUCATION, HEALTH OCCUPATIONS EDUCATION, HOME ECONOMICS, OFFICE OCCUPATIONS, TECHNICAL EDUCATION, AND TRADE AND INDUSTRIAL OCCUPATIONS.

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ED 058440

CONTENTS

(CODING CATEGORIES FOR WHICH CURRICULUM MATERIALS WERE NOT IDENTIFIED HAVE BEEN OMITTED.)

PAGE

INTRODUCTION i

HOW TO USE THIS LISTING ii

EXPLANATION OF THE CODING SYSTEM ii

HOW TO LOCATE INSTRUCTIONAL MATERIALS iii

HOW TO INTERPRET THE DOCUMENT CITATION iii

HOW TO ORDER SELECTED DOCUMENTS iv

SOURCE ORDERING INFORMATION iv

14. OFFICE OCCUPATIONS 1

14.01 ACCOUNTING AND COMPUTING OCCUPATIONS 2
14.0102 BOOKKEEPERS 3
14.0104 MACHINE OPERATORS: BILLING, BOOKKEEPING, AND COMPUTING 3

14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS 4
14.0201 COMPUTER AND CONSOLE OPERATORS 5
14.0203 PROGRAMMERS 5

14.03 FILING, OFFICE MACHINES, AND GENERAL OFFICE CLERICAL OCCUPATIONS 6

14.04 INFORMATION COMMUNICATION OCCUPATIONS 7
14.0401 COMMUNICATION SYSTEMS CLERKS AND OPERATORS 7

14.05 MATERIALS SUPPORT OCCUPATIONS (TRANSPORTING, STORING AND RECORDING) 8
14.0504 STOCK AND INVENTORY CLERKS 8

14.06 PERSONNEL, TRAINING, AND RELATED OCCUPATIONS 9
14.0602 INTERVIEWERS AND TEST TECHNICIANS 10

14.07 STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS 11

14.08 SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS 12
14.0801 ADMINISTRATIVE ASSISTANTS 25
14.0803 CLERICAL AND OFFICE SUPERVISORS 25

14.09 TYPING AND RELATED OCCUPATIONS 26

14.99 OFFICE OCCUPATIONS, OTHER 27

RELATED CAREER EDUCATION MATERIALS 1

BASIC EDUCATION 2

RELATED EDUCATION 4

GUIDANCE AND COUNSELING 26

TEACHER EDUCATION 37

PAGE

DISADVANTAGED/HANDICAPPED-INTERNAL. 38

DISADVANTAGED/HANDICAPPED-EXTERNAL 41

INTRODUCTION

AS A MAJOR ASPECT OF PART I OF THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, CONGRESS AUTHORIZED MONIES FOR SURVEYING CURRICULUM MATERIALS PRODUCED BY FEDERAL AGENCIES. THIS DOCUMENT LISTS SOME OF THE MATERIALS IDENTIFIED THROUGH SUCH A SURVEY CONDUCTED BY THE NORTHWEST REGIONAL EDUCATIONAL LABORATORY DURING 1970-1971. EVEN THOUGH MOST OF THE MATERIALS LISTED WERE NOT PRODUCED SPECIFICALLY FOR USE WITHIN VOCATIONAL-TECHNICAL EDUCATION THEY DO PROVIDE AN INSTRUCTIONAL RESOURCE OF GREAT POTENTIAL.

A BASIC ASSUMPTION OF THIS PROJECT WAS THAT QUALITY CURRICULUM MATERIALS RELEVANT TO VOCATIONAL-TECHNICAL EDUCATION WERE AVAILABLE FROM FEDERAL AGENCIES AND THAT THE AGENCIES WOULD COOPERATE IN THE TASKS REQUIRED TO BRING SUCH MATERIALS TO THE ATTENTION OF TEACHERS. BOTH ASSUMPTIONS PROVED ACCURATE AND THE COOPERATION EXHIBITED BY FEDERAL AGENCY PERSONNEL FAR EXCEEDED EXPECTATIONS.

THE PROJECT STAFF IS DEEPLY INDEBTED TO ALL FEDERAL AGENCIES AND THEIR PERSONNEL WHO COOPERATED SO GENEROUSLY IN VARIOUS ASPECTS OF THIS ACTIVITY. THE JOINT EFFORTS OF THESE FEDERAL AGENCIES AND THEIR PERSONNEL PLUS THE ASSISTANCE OF VOCATIONAL SUBJECT MATTER SPECIALISTS HAVE MADE THE LISTINGS OF VOCATIONAL-INSTRUCTIONAL MATERIALS POSSIBLE. THE STAFF OF THE SUPERINTENDENT OF DOCUMENTS WAS ESPECIALLY HELPFUL IN THE SUCCESSFUL COMPLETION OF THIS PROJECT.

DOUGLAS C. TOWNE, PROJECT DIRECTOR
ALAN D. STOLLER, FIELD STAFF SPECIALIST
SHARON MILCZAREK, FIELD STAFF SPECIALIST

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. — $1.00 Stock Number 1780-0840

HOW TO USE THIS LISTING

I. EXPLANATION OF THE CODING SYSTEM

THE CURRICULUM MATERIALS HAVE BEEN IDENTIFIED WITH THE INSTRUCTIONAL TITLES AND CODES FROM THE CLASSIFICATION SYSTEM DEVELOPED BY THE OFFICE OF EDUCATION.* THE CODING SYSTEM IS INTENDED TO PROVIDE A DISTINCT IDENTITY FOR EACH EDUCATIONAL PROGRAM AREA AND FOR EACH OF THE CLASSIFIED ITEMS OF INFORMATION WITHIN IT. UTILIZING THE CODES IN THIS LISTING RELATES THE CURRICULUM MATERIALS TO THE INSTRUCTIONAL PROGRAM. SEVEN MAJOR VOCATIONAL EDUCATION AREAS ARE IDENTIFIED IN THIS CODING SYSTEM. SEPARATE LISTINGS HAVE BEEN PREPARED FOR THESE AREAS AND ARE CODED AS FOLLOWS:

01 AGRICULTURE
04 DISTRIBUTIVE EDUCATION
07 HEALTH OCCUPATIONS EDUCATION
09 HOME ECONOMICS
14 OFFICE OCCUPATIONS
16 TECHNICAL EDUCATION
17 TRADE & INDUSTRIAL OCCUPATIONS

THE MAJOR AREAS ARE SUBDIVIDED TO INCLUDE ONE OR MORE RELATED CATEGORIES AS INDICATED IN THE FOLLOWING EXAMPLES:

FIRST PAIR OF DIGITS: SUBJECT MATTER AREA
EXAMPLE: 14. OFFICE OCCUPATIONS

SECOND PAIR OF DIGITS: PRINCIPAL SEGMENT OF SUBJECT MATTER AREA
EXAMPLE: 14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS

THIRD PAIR OF DIGITS: DIVISION OF PRINCIPAL SEGMENT
EXAMPLE: 14.0202 PERIPHERAL EQUIPMENT OPERATORS

FOURTH PAIR OF DIGITS: FIRST LEVEL DETAIL OF DIVISION
EXAMPLE: 14.020201 KEY PUNCH AND CODING EQUIPMENT OPERATORS

SAMPLE BREAKDOWN:

14. OFFICE OCCUPATIONS (SUBJECT MATTER AREA)
14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS (PRINCIPAL SEGMENT OF SUBJECT MATTER AREA)
14.0202 PERIPHERAL EQUIPMENT OPERATORS (DIVISION OF PRINCIPAL SEGMENT)
14.020201 KEY PUNCH AND CODING EQUIPMENT OPERATORS (FIRST LEVEL DETAIL OF DIVISION)

EACH VOCATIONAL AREA LIST INCLUDES A COMPILATION OF CURRICULUM MATERIALS WHICH HAS GENERAL APPLICATION TO ALL SEVEN AREAS OF VOCATIONAL EDUCATION. THIS LIST IS TITLED "RELATED CAREER EDUCATION MATERIALS." RELEVANT DOCUMENTS ARE CLASSIFIED AS BASIC EDUCATION, RELATED EDUCATION, GUIDANCE AND COUNSELING, TEACHER EDUCATION, DISADVANTAGED/HANDICAPPED-INTERNAL AND DISADVANTAGED/HANDICAPPED-EXTERNAL.

DEFINITIONS OF ALL CLASSIFICATION AREAS AND CATEGORIES ARE INCLUDED IN EACH LISTING AT THE BEGINNING OF EACH SECTION. THESE DEFINITIONS WERE CLOSELY ADHERED TO IN CLASSIFYING ALL DOCUMENTS IN EACH CATEGORY.

*THE CODING SYSTEM IS CONTAINED IN: VOCATIONAL EDUCATION AND OCCUPATIONS (OE-80061). U. S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE, OFFICE OF EDUCATION. WASHINGTON: U. S. GOVERNMENT PRINTING OFFICE, JULY 1969.

II. HOW TO LOCATE INSTRUCTIONAL MATERIALS

A. CONSULT TABLE OF CONTENTS

B. LOCATE THE INSTRUCTIONAL PROGRAM OF CONCERN AND IDENTIFY RELEVANT PAGE NUMBERS.

C. LOCATE PAGES IN THE LISTING AND READ THE DESCRIPTION FOR THE INSTRUCTIONAL PROGRAM IN QUESTION. BE SURE TO EXAMINE THE GENERAL INSTRUCTIONAL PROGRAM HEADING WHEN SEARCHING FOR SPECIFIC MATERIALS UNDER A SUBHEADING OF THAT INSTRUCTIONAL PROGRAM. MATERIALS WHICH WOULD APPLY TO ALL SUBHEADINGS WITHIN AN INSTRUCTIONAL PROGRAM ARE LISTED IN THE GENERAL HEADING.

D. SCAN THE DOCUMENT CITATIONS FOLLOWING THIS HEADING AND SELECT THOSE OF INTEREST.

III. HOW TO INTERPRET THE DOCUMENT CITATION

A. THE CITATION OF A DOCUMENT BEGINS AT THE LEFT-HAND MARGIN AND IS DIVIDED INTO SIX AREAS OF INFORMATION:

1. THE TITLE, DATE, NUMBER OF PAGES AND, WITHIN PARENTHESES, THE AUTHOR OR CORPORATE AUTHOR.

2. A BRIEF ANNOTATION OF THE TYPE OF DOCUMENT AND ITS POTENTIAL USE.

3. SPECIAL ASPECTS INCLUDE: THIS AREA IDENTIFIES INFORMATION OF SPECIAL INTEREST, IF PRESENT. (THIS CATEGORY IS NOT ALWAYS INCLUDED.)

4. DOCUMENT CONTENTS INCLUDE: THIS AREA LISTS THOSE MAJOR SUBJECT TERMS CONTAINED WITHIN THE CONTENTS OF THE DOCUMENT.

5. RELEVANT TO INSTRUCTION IN: A STATEMENT AS TO THE INSTRUCTIONAL AREAS OR PROGRAMS TO WHICH THE DOCUMENT HAS BEEN ASSIGNED. IN THE LISTING OF RELATED CAREER EDUCATION MATERIALS THIS STATEMENT IS OMITTED.

6. SOURCE: AN ABBREVIATION OF THE SOURCE FROM WHICH THE DOCUMENT MAY BE OBTAINED, THAT SOURCE'S CODE NUMBER FOR THE DOCUMENT (IF RELEVANT), AND THE PRICE OF THE DOCUMENT.

B. EXAMPLE:

1. BLUEPRINT READING AND SKETCHING, 1968, 157p. (DEPARTMENT OF NAVY, BUREAU OF NAVAL PERSONNEL).

2. TEXTBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. (TRAINING MANUAL)
3. SPECIAL ASPECTS INCLUDE: RELATED EDUCATION, TECHNICAL.
4. DOCUMENT CONTENTS INCLUDE: BLUEPRINT READING, SKETCHING, PROJECTION, ELECTRICAL PRINTS, ELECTRONIC PRINTS, MACHINE DRAWINGS, PIPING PRINTS, SHEETMETAL DRAWINGS, STRUCTURAL DRAWINGS, ARCHITECTURAL DRAWINGS.
5. RELEVANT TO INSTRUCTION IN: 17.05.
6. SOURCE: G.P.O., 0847-0056, $1.25.

IV. HOW TO ORDER SELECTED DOCUMENTS

FOR EACH DOCUMENT DESIRED, PLACE THE ORDER WITH THE APPROPRIATE SOURCE AND PROVIDE THE FOLLOWING INFORMATION:

CORRECT AND FULL DOCUMENT TITLE (INCLUDING VOLUME NUMBER AND SECTION NUMBER IF NECESSARY)

CORRECT SOURCE

NUMBER OF COPIES DESIRED

DOCUMENT CODE NUMBER

CORRECT PRICE (CHECK THE PRICE AND INCLUDE PREPAYMENT WITH THE ORDER)

NOTE:

ALWAYS REFER TO THE SECTION SOURCE ORDERING INFORMATION FOR ADDRESS AND POSSIBLE ADDITIONAL INSTRUCTIONS BEFORE COMPLETING AN ORDER. DO NOT INCLUDE A DOCUMENT CLASSIFICATION NUMBER (EXAMPLE: 01.0102) WHEN ORDERING

PLEASE ALLOW A MINIMUM OF THREE WEEKS FOR DELIVERY. ALL DOCUMENTS LISTED ARE AVAILABLE AS OF SEPTEMBER 1, 1971, AT THE PRICE QUOTED IN THE CITATION. HOWEVER, SUPPLIES AND PRICES ARE SUBJECT TO CHANGE.

V. SOURCE ORDERING INFORMATION

SYMBOL	SOURCE
BLS	U. S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS, OFFICE OF INFORMATION, WASHINGTON, D. C. 20210
BOR	BUREAU OF RECLAMATION, 841 DENVER FEDERAL CENTER, OFFICE OF CHIEF ENGINEER, DENVER, COLORADO 80225
BUREAU OF PRISONS	BUREAU OF PRISONS, ROOM 442, 101 INDIANA AVENUE N. W., WASHINGTON, D. C. 20537, ATTENTION MRS. SYLVIA MC COLLUM
COMMERCE	CLEARING HOUSE FOR FEDERAL, SCIENTIFIC & TECHNICAL INFORMATION, NATIONAL BUREAU OF STANDARDS, U. S. DEPARTMENT OF COMMERCE, SPRINGFIELD, VIRGINIA 22151 SPECIAL INFORMATION: 1. ALL ORDERS MUST BE PREPAID 2. WHEN ORDERING FROM THE CLEARINGHOUSE PLEASE GIVE ALL PERTINENT DATA, SUCH AS AUTHOR AND STOCK NUMBER IF GIVEN
DAP	BUREAU OF NARCOTICS AND DANGEROUS DRUGS, OFFICE OF SCIENCE AND DRUG ABUSE PREVENTION, WASHINGTON, D. C. 20226
DRUGS	FOOD AND DRUG ADMINISTRATION, BUREAU OF DRUGS, 5600 FISHERS LANE, ROCKVILLE, MARYLAND 20852
FAA	FEDERAL AVIATION ADMINISTRATION, AVIATION EDUCATION, OFFICE OF GENERAL AVIATION AFFAIRS, WASHINGTON, D. C. 20590

SYMBOL	SOURCE
FDA	FOOD AND DRUG ADMINISTRATION. THESE ARE AVAILABLE FROM ANY OF THE FOLLOWING FIELD OFFICES. PLEASE ORDER MATERIALS FROM THE FIELD OFFICE NEAREST YOU. 1. 60 EIGHTH STREET N. E., ATLANTA, GEORGIA 30309 2. 585 COMMERCIAL STREET, BOSTON, MAINE 02109 3. 1204 U. S. CUSTOMS HOUSE, PHILADELPHIA, PENNSYLVANIA 19106 4. ROOM 1224, 433 W. VAN BUREN, CHICAGO, ILLINOIS 60607 5. 3032 BRYAN STREET, DALLAS, TEXAS 75204 6. 513 U. S. CUSTOMS HOUSE, DENVER, COLORADO 80202 7. WALTER G. CAMPBELL BUILDING, 1009 CHERRY STREET, KANSAS CITY, MISSOURI 64106 8. 850 THIRD AVENUE, BROOKLYN, NEW YORK 11232 9. ROOM 518 FEDERAL OFFICE BUILDING, 50 FULTON STREET SAN FRANCISCO, CALIFORNIA 94102 10. 5003 FEDERAL OFFICE BUILDING, SEATTLE, WASHINGTON 98104
GPO	SUPERINTENDENT OF DOCUMENTS, U. S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D. C. 20402 WHEN ORDERING FROM THE GOVERNMENT PRINTING OFFICE, THE FOLLOWING INSTRUCTIONS AND INFORMATION APPLY: 1. ALL ORDERS MUST BE PREPAID 2. GPO DOES NOT DISTRIBUTE FREE MATERIAL 3. USE THE EIGHT-DIGIT NUMBER (EXAMPLE: 0847-0001) WHEN ORDERING 4. YOU MAY USE THE STANDARD SUPERINTENDENT OF DOCUMENTS ORDERING FORM, THEIR COUPON SYSTEM, OR A GPO ACCOUNT NUMBER WHEN ORDERING MATERIALS WHERE GPO IS IDENTIFIED AS THE SOURCE
HASKELL	PUBLIC SERVICES, HASKELL INDIAN JUNIOR COLLEGE, LAWRENCE, KANSAS 66044
HOUSE	NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT, 1346 CONNECTICUT AVENUE N. W., WASHINGTON, D. C. 20036
HUD	DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, DISTRIBUTION SERVICE CENTER, B258, WASHINGTON, D. C. 20410
INTERIOR	DEPARTMENT OF THE INTERIOR, BUREAU OF OUTDOOR RECREATION, WASHINGTON, D. C. 20240
LAB	LAWRENCE RADIATION LABORATORY, UNIVERSITY OF CALIFORNIA, BERKELEY, CALIFORNIA 94550
MHA	MENTAL HEALTH AND HEALTH SERVICES ADMINISTRATION, OFFICE OF PERSONNEL, 9000 ROCKVILLE PIKE, BETHESDA, MARYLAND 20014
MANPOWER	U. S. DEPARTMENT OF LABOR, MANPOWER ADMINISTRATION, INQUIRY SECTION, ROOM 6381 MLC, 14TH AND CONSTITUTION AVENUE N. W., WASHINGTON, D. C. 20210
MINERALS	U. S. GEOLOGICAL SURVEY, OFFICE OF MINERAL OPERATIONS, WASHINGTON, D. C. 20242
NAC	NATIONAL AUDIOVISUAL CENTER (GSA), WASHINGTON, D. C. 20409
NAS	NATIONAL ACADEMY OF SCIENCES, PRINTING AND PUBLISHING OFFICE, 2101 CONSTITUTION AVENUE N. W., WASHINGTON, D. C. 20418

SYMBOL	SOURCE
NCDA	NATIONAL CLEARINGHOUSE FOR DRUG ABUSE, 5454 WISCONSIN AVENUE, CHEVY CHASE, MARYLAND 20015
PAMPHLETS	PUBLIC AFFAIRS PAMPHLETS, 381 PARK AVENUE SOUTH, NEW YORK CITY, NEW YORK 10016
SBA	SMALL BUSINESS ADMINISTRATION THESE MATERIALS ARE AVAILABLE FROM ANY OF THE FOLLOWING FIELD OFFICES. PLEASE ORDER MATERIALS FROM THE FIELD OFFICE NEAREST YOU. 1. 2113 JOHN F. KENNEDY FEDERAL BUILDING, BOSTON, MASSACHUSETTS 02203 2. ROOM 3930, 26 FEDERAL PLAZA, NEW YORK CITY, NEW YORK 10007 3. SUITE 400 EAST LOBBY, 1 DECKER SQUARE, BALA CYNWYD, PENNSYLVANIA 19004 4. ROOM 411, 1401 PEACHTREE STREET N. E., ATLANTA, GEORGIA 30309 5. 437 FEDERAL BUILDING, 219 S. DEARBORN STREET, CHICAGO, ILLINOIS 60604 6. ROOM 300, 1309 MAIN STREET, DALLAS, TEXAS 75202 7. 24TH FLOOR, 911 WALNUT STREET, KANSAS CITY, MISSOURI 64106 8. ROOM 426A, 721 19TH STREET, DENVER, COLORADO 80202 9. FEDERAL BUILDING, 450 GOLDEN GATE AVENUE, SAN FRANCISCO, CALIFORNIA 94102 10. ROOM 1227, 506 SECOND AVENUE, SEATTLE, WASHINGTON 98104
SLAC	STANFORD LINEAR ACCELERATOR CENTER, STANFORD UNIVERSITY, STANFORD, CALIFORNIA 94305
TAXES	TEACHING TAXES PROGRAM. THESE PUBLICATIONS ARE AVAILABLE FROM TEACHING TAXES COORDINATORS LOCATED IN ALL 50 STATES. CONTACT YOUR LOCAL LIBRARIAN FOR ADDRESS IN YOUR STATE.
USAEC	UNITED STATES ATOMIC ENERGY COMMISSION, DOCUMENTS MANAGEMENT BRANCH, DIVISION OF TECHNICAL INFORMATION, PO BOX 62, OAK RIDGE, TENNESSEE 37830 WHEN ORDERING FROM THE USAEC, THE FOLLOWING INSTRUCTIONS APPLY: 1. USE THE ABOVE ADDRESS FOR QUANTITY ORDERS 2. OBTAIN SINGLE COPIES FREE FROM USAEC, EDUCATIONAL SERVICES SECTION, DIVISION OF TECHNICAL INFORMATION, PO BOX 62 OAK RIDGE, TENNESSEE 37830
USDA	U. S. DEPARTMENT OF AGRICULTURE, OFFICE OF INFORMATION, WASHINGTON, D. C. 20250 THE AGRICULTURAL RESEARCH SERVICE OF THE USDA HAS ASSIGNED SOME STOCK NUMBERS TO THEIR MATERIALS. IF ONE OF THESE NUMBERS IS GIVEN, PLEASE USE IT WHEN ORDERING.
USGS	U. S. GEOLOGICAL SURVEY, DISTRIBUTION SECTION, 1200 S. EADS STREET, ARLINGTON, VIRGINIA 22202
USOE	PUBLICATIONS DISTRIBUTION UNIT, U. S. OFFICE OF EDUCATION, 400 MARYLAND AVENUE S. W., WASHINGTON, D. C. 20202

SYMBOL	SOURCE
WAGE	U. S. DEPARTMENT OF LABOR, DEPARTMENT OF WAGE AND LABOR STANDARDS, OFFICE OF INFORMATION, WASHINGTON, D. C. 20210
WOMEN	U. S. DEPARTMENT OF LABOR, WOMEN'S BUREAU, DIVISION OF PUBLICATIONS, 14TH AND CONSTITUTION AVENUE N. W., WASHINGTON, D. C. 20210

THIS BODY OF SUBJECT MATTER, OR COMBINATION OF COURSES AND PRACTICAL EXPERIENCE, IS ORGANIZED INTO PROGRAMS OF INSTRUCTION TO PROVIDE OPPORTUNITIES FOR STUDENTS TO PREPARE FOR OR ADVANCE IN SELECTED OFFICE OCCUPATIONS. IN THE INSTRUCTIONAL PROCESS VARIOUS ASPECTS OF SUBJECT MATTER FREQUENTLY ARE DRAWN FROM OTHER SUBJECT-MATTER AREAS. LEARNING EXPERIENCES ARE DESIGNED TO LEAD TO EMPLOYMENT AND/OR ADVANCEMENT OF INDIVIDUALS IN OCCUPATIONS IN PUBLIC OR PRIVATE ENTERPRISES OR ORGANIZATIONS RELATED TO THE FACILITATION FUNCTION OF THEOFFICE. 'FACILITIES FUNCTION' AS USED HERE REFERS TO THE EXPEDITING ROLE PLAYED BY OFFICE OCCUPATIONS AS THE CONNECTING LINK BETWEEN THE PRODUCTION AND DISTRIBUTION ACTIVITIES OF AN ORGANIZATION. INCLUDED ARE A VARIETY OF ACTIVITIES, SUCH AS RECORDING AND RETRIEVAL OF DATA, SUPERVISION AND COORDINATION OF OFFICE ACTIVITIES, INTERNAL AND EXTERNAL COMMUNICATION, AND THE REPORTING OF INFORMATION. IN THIS AREA ARE THE ITEMS OF INFORMATION WHICH IDENTIFY CATEGORIES OF CAREER OBJECTIVES IN OFFICE OCCUPATIONS, AND AROUND WHICH COURSES AND PRACTICAL EXPERIENCES ARE DEVELOPED.

PLANNED LEARNING EXPERIENCES WHICH INCLUDE A COMBINATION OF COURSES AND PRACTICAL EXPERIENCES CONCERNED WITH SYSTEMATIZING INFORMATION ABOUT TRANSACTIONS AND ACTIVITIES INTO ACCOUNTS AND QUANTITATIVE RECORDS, AND PAYING AND RECEIVING MONEY.

FINANCING....SHORT AND LONG TERM NEEDS. 06/1965, 74P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: FINANCING, SHORT TERM, LONG TERM, NEEDS. RELEVANT TO INSTRUCTION IN: 04.04, 14.01.
SOURCE: GPO, 4500-0093, $1.50.

THE ABC'S OF BORROWING. 02/1971, 8P. (SBA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: BORROWING, SMALL MANUFACTURERS, CREDIT, MONEY, RESTRICTIONS, LIMITATIONS, APPLICATION, STANDARDS. RELEVANT TO INSTRUCTION IN: 14.01, 14.08, 04.
SOURCE: SBA, FREE.

FINANCIAL AUDITS: A TOOL FOR BETTER MANAGEMENT. 10/1970, 4P. (WOELFEL, B. LASALLE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: FINANCIAL AUDITS, MANAGEMENT, SMALL MANUFACTURERS. RELEVANT TO INSTRUCTION IN: 14.01.
SOURCE: SBA, FREE.

CONTROLLING CASH IN SMALL RETAIL AND SERVICE FIRMS. 08/1970, 4P. (CAMPBELL, D. S.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CASH, SMALL RETAIL, SERVICE FIRMS, RECORDS, CASH, FLOW, BALANCES, INCOME. RELEVANT TO INSTRUCTION IN: 14.08, 14.01, 17.17, 04.
SOURCE: SBA, FREE.

ACCOUNTING SERVICES FOR SMALL SERVICE FIRMS. 04/1967, 8P. (COOPER, IRVING M.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: ACCOUNTING SERVICES, SMALL SERVICE FIRMS, BOOKS, ADVICE, ASSISTANCE. RELEVANT TO INSTRUCTION IN: 04., 14.08, 14.01.
SOURCE: SBA, FREE.

ANALYZE YOUR RECORDS TO REDUCE COSTS. 04/1970, 6P. (ABRAHAM, ALFRED B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: ANALYZE, RECORDS, REDUCE, COSTS. RELEVANT TO INSTRUCTION IN: 14.01, 04., 14.08, 17.17.
SOURCE: SBA, FREE.

UNDERSTANDING TRUTH IN LENDING. 11/1969, 8P. (KASS, BENNY L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: TRUTH IN LENDING, LAW, CREDIT TERMS. RELEVANT TO INSTRUCTION IN: 04.04, 14.08, 14.01, 17.17.
SOURCE: SBA, FREE.

BUDGETING IN A SMALL SERVICE FIRM. 02/1971, 8P. (BARKER, PHYLLIS A.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: BUDGETING, SMALL SERVICE FIRM, PROFIT. RELEVANT TO INSTRUCTION IN: 14.01.
SOURCE: SBA, FREE.

SMALL PLANT ENGINEERING RECORDS PROVIDE EVIDENCE FOR PATENTS. 10/1970, 4P. (GILSON, HIRAM B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SMALL PLANT, ENGINEERING RECORDS, PATENTS, EVIDENCE. RELEVANT TO INSTRUCTION IN: 14.08, 14.01, 04., 17.17.
SOURCE: SBA, FREE.

ACCOUNTING SERIES RELEASES, COMPILATION OF RELEASES 1 TO 112 INCLUSIVE AS IN EFFECT AUGUST 1968. 1969, 298P. (US SECURITIES AND EXCHANGE COMM.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: ACCOUNTING, SERIES, LOSSES, ASSETS, ACCOUNTANTS, INVESTMENTS, DIVIDENDS, CORPORATION, STATEMENTS. RELEVANT TO INSTRUCTION IN: 14.01.
SOURCE: GPO, 4600-0071, $2.50.

PROGRAMS CONCERNED WITH COMPUTING, CLASSIFYING, AND RECORDING NUMERICAL DATA TO KEEP FINANCIAL RECORDS.

THE WHY AND WHAT OF BOOKKEEPING, ADM. MANAGEMENT COURSE PROGRAM, TOPIC 4. 1965, 64P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: BOOKKEEPING. RELEVANT TO INSTRUCTION IN: 14.0102, 04.04, 01.04.
SOURCE: GPO, 4500-0078, $1.50.

RECORDS AND CREDIT IN PROFITABLE MANAGEMENT. 1964, 66P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: RECORDS, CREDIT, MANAGEMENT. RELEVANT TO INSTRUCTION IN: 04.04, 01.0104, 14.0102, 14.0104.
SOURCE: GPO, 4500-0090, $1.25.

RECORDKEEPING SYSTEMS - SMALL STORE AND SERVICE TRADE. 09/1970, 10P. (OLSHAN, NATHAN H.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: RECORDKEEPING SYSTEMS, SMALL STORE, SERVICE TRADE, INFORMATION, BIBLIOGRAPHY. RELEVANT TO INSTRUCTION IN: 04., 14.0102.
SOURCE: SBA. FREE.

MACHINE OPERATORS: BILLING, BOOKKEEPING, AND COMPUTING: 14.0104

PROGRAMS CONCERNED WITH OPERATIONS AND PROCEDURES UTILIZING OFFICE MACHINES FOR BILLING, POSTING, CALCULATING, ADDING, LISTING, AND MECHANIZING DATA (OTHER THAN BUSINESS DATA PROCESSING EQUIPMENT.)

RECORDS AND CREDIT IN PROFITABLE MANAGEMENT. 1964, 66P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: RECORDS, CREDIT, MANAGEMENT. RELEVANT TO INSTRUCTION IN: 04.04, 01.0104, 14.0102, 14.0104.
SOURCE: GPO, 4500-0090, $1.25.

PLANNED LEARNING ACTIVITIES WHICH INCLUDE A COMBINATION OF COURSES AND PRACTICAL EXPERIENCES CONCERNED WITH BUSINESS DATA PROCESSING SYSTEMS AND OPERATIONS.

DATA PROCESSING TECH 3 AND 2. 1970, 317P. (DEPT OF NAVY, BUREAU OF NAVAL PERSONNEL)
TEXTBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, TRAINING MANUAL PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: DATA PROCESSING, AUTOMATIC DATA PROCESSING, CARD PUNCHES, CARD SORTERS, INTERPRETERS, AUTOMATIC PUNCHES, COLLATORS, ACCOUNTING MACHINES, ELECTRONIC DATA PROCESSING, DATA FLOW, PROGRAMMING, DOCUMENTATION, VERIFIER. RELEVANT TO INSTRUCTION IN: 14.02, 16.0117.
SOURCE: GPO, 0847-0059, $2.75.

DIGITAL COMPUTER BASICS. 1968, 231P. (DEPT OF NAVY, BUREAU OF NAVAL PERSONNEL)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: COMPUTER, DATA PROCESSING, NUMBER SYSTEMS, BOOLEAN ALGEBRA, CONTROL UNIT, ARITHMETIC UNIT, MEMORY DEVICES, STORAGE DEVICES, PROGRAMMING, CONVERSIONS, TRAINING FILM LIST, GLOSSARY. RELEVANT TO INSTRUCTION IN: 14.02, 16.0401, 16.0117.
SOURCE: GPO, 0847-0058, $1.75.

COMPUTERS IN HIGHER EDUCATION. 02/1967, 79P. (PRESIDENT'S SCIENCE ADVISORY COMMITTEE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: COMPUTERS, EDUCATIONAL USES. RELEVANT TO INSTRUCTION IN: 14.02.
SOURCE: GPO, 4000-0040, $0.35.

ELECTRONIC DATA PROCESSING EQUIPMENT, PERIPHERAL DEVICES AND SOFTWARE. 1971, 70P. (US DEPT. OF COMMERCE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: ELECTRONIC DATA, PROCESSING, EQUIPMENT, PERIPHERAL DEVICES, SOFTWARE, GLOBAL, MARKET, ANALYSIS. RELEVANT TO INSTRUCTION IN: 14.02.
SOURCE: GPO, 0309-0191, $1.25.

AUTOMATIC DATA PROCESSING. . .GLOSSARY. 1969, 62P. (EXECUTIVE OFFICE OF THE PRESIDENT, BUREAU OF THE BUDGET)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: AUTOMATIC DATA PROCESSING, GLOSSARY. RELEVANT TO INSTRUCTION IN: 14.02, 16.0401.
SOURCE: GPO, 4108-0004, $0.60.

OCCUPATIONAL ANALYSIS OF COMPUTERS IN MEDICAL SCIENCES. 06/1969, 90P. (DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: OCCUPATIONAL ANALYSIS, COMPUTERS, MEDICAL SCIENCES, JOB TRENDS, OCCUPATIONAL DESCRIPTIONS, GLOSSARY. RELEVANT TO INSTRUCTION IN: 07., 14.02.
SOURCE: GPO, 2900-0120, $0.45.

COMPUTER PROGRAM ABSTRACTS, VOL. 2, NO. 4. 15/01/1971, 53P. (NASA)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: COMPUTER PROGRAM, ABSTRACTS. RELEVANT TO INSTRUCTION IN: 14.02, 16.0401.
SOURCE: GPO, EACH, $0.25. GPO, ANNUAL SUBSCRIPTION, $1.00.

COMPUTER AND CONSOLE OPERATORS: 14.0201

PROGRAMS CONCERNED WITH OPERATION OF AN ELECTRONIC DATA PROCESSING COMPUTER, INCLUDING REVIEWING PROGRAM INSTRUCTIONS, DETERMINING PROCEDURES FOR A SPECIFIC RUN, READYING EQUIPMENT FOR OPERATION, AND MANIPULATING AND MONITORING CONTROLS DURING OPERATION.

COMPUTERS. 1967, 56P. (CORLISS, WILLIAM R.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: COMPUTERS, BIRTH, ANATOMY. RELEVANT TO INSTRUCTION IN: 14.0201.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

PROGRAMMERS: 14.0203

PROGRAMS CONCERNED WITH CONVERTING SYMBOLIC STATEMENTS OF BUSINESS PROBLEMS TO DETAILED LOGICAL FLOW CHARTS FOR CODING INTO COMPUTER LANGUAGE. INCLUDING ANALYZING ALL OR PART OF A WORKFLOW CHART OR DIAGRAM REPRESENTING A BUSINESS PROBLEM BY APPLYING KNOWLEDGE OF COMPUTER CAPABILITIES SUBJECT MATTER, ALGEBRA, AND SYMBOLIC TO DEVELOP THE SEQUENCE OF PROGRAM STEPS, CONFERRING WITH SUPERVISORS AND REPRESENTATIVES OF DEPARTMENTS CONCERNED WITH PROGRAMS TO RESOLVE QUESTIONS OF PROGRAM INTENT, OUTPUT REQUIREMENTS, INPUT DATA ACQUISITION, EXTENT OF AUTOMATIC PROGRAMMING, CODING AND MODIFICATION, AND INCLUSIONS OF INTERVAL CHECKS AND CONTROLS: WRITING DETAILED LOGICAL FLOW CHARTS IN SYMBOLIC FORM TO REPRESENT WORK ORDER OF DATA TO BE PROCESSED BY A COMPUTER SYSTEM, AND TO DESCRIBE INPUT, OUTPUT, ARITHMETIC, AND LOGICAL OPERATIONS INVOLVED: CONCERNING DETAILED LOGICAL FLOW CHARTS TO LANGUAGE PROCESSABLE BY COMPUTER: DEVISING SAMPLE INPUT DATA TO PROVIDE TESTING OF PROGRAM ADEQUACY: PREPARING BLOCK DIAGRAMS TO SPECIFY EQUIPMENT CONFIGURATION: OBSERVING OR OPERATING A COMPUTER TO TEST A CODED PROGRAM USING ACTUAL OR SAMPLE INPUT DATA: CORRECTING PROGRAM ERRORS BY SUCH METHODS AS ALTERING PROGRAM STEPS AND SEQUENCE: PREPARING WRITTEN INSTRUCTIONS (RUN BOOK) TO GUIDE OPERATING PERSONNEL DURING PRODUCTION RUNS: ANALYZING, REVISING, AND REWRITING PROGRAMS TO INCREASE OPERATING EFFICIENCY OR TO ADAPT TO NEW REQUIREMENTS: COMPILING DOCUMENTATION OF PROGRAM DEVELOPMENT AND SUBSEQUENT REVISIONS: AND SPECIALIZING IN SOME INSTANCES IN WRITING PROGRAMS FOR ONE MAKE AND TYPE OF COMPUTER. (INCLUDED AS 16.401 COMPUTER PROGRAMMER UNDER TECHNICAL EDUCATION.)

FUNDAMENTALS OF COBOL. 1/11/1969, 100P. (US NAVY)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: FUNDAMENTALS, COBOL, TERMINOLOGY, HANDLING, PROGRAMMING, DATA, PROCEDURE. RELEVANT TO INSTRUCTION IN: 14.0203, 16.0401.
SOURCE: GPO, 0840-0017, $2.25.

PLANNED LEARNING EXPERIENCES WHICH INCLUDE A COMBINATION OF COURSES AND PRACTICAL EXPERIENCES CONCERNED WITH THE RECORDING AND RETRIEVAL OF DATA, INCLUDING CLASSIFYING, SORTING AND FILING CORRESPONDENCE, RECORDS, AND OTHER DATA.

INFORMATION COMMUNICATION OCCUPATIONS: A SUGGESTED CURRICULUM GUIDE (U.S.O.E. CLASSIFICATION CODE 14.0400). 10/1969, 148P. (U.S. DEPT OF HEALTH, EDUCATION, AND WELFARE, OFFICE OF EDUCATION)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: INFORMATION COMMUNICATION OCCUPATIONS, JOB DESCRIPTIONS, OCCUPATIONAL PREREQUISITES, SUGGESTED TRAINING, TRAINING ANALYSES, CURRICULUMS, OUTLINES, SYNOPSES, SELECTION, GUIDANCE, COUNSELING, OFFICE EDUCATION, WORK EXPERIENCE. RELEVANT TO INSTRUCTION IN: 14.03.
SOURCE: GPO, 1780-0551, $1.50.

SUBJECT FILING, RECORDS MANAGEMENT HANDBOOK. 1966, 40P. (GENERAL SERVICES ADMIN., NATIONAL ARCHIVES AND RECORDS MNGMNT.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: SUBJECT FILING, SYSTEMATIC FILING, CLASSIFYING, FILE CODES. RELEVANT TO INSTRUCTION IN: 14.03, 14.07.
SOURCE: GPO, 2202-0011, $0.30.

GUIDE LETTERS, RECORDS MANAGEMENT HANDBOOK, MANAGING CORRESPONDENCE. 1965, 23P. (GENERAL SERVICES ADMIN., NATIONAL ARCHIVES AND RECORDS MANAGEMENT DIVISION.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: GUIDE LETTERS, MANAGING CORRESPONDENCE, WRITING, GUIDE-LETTER CHECKLIST. RELEVANT TO INSTRUCTION IN: 14.03, 14.07.
SOURCE: GPO, 2202-0006, $0.20.

FEDERAL OFFICE ASSISTANT EXAMINATION: STENOGRAPHER, TYPIST, CLERK, AND OFFICE MACHINE OPERATOR - WHAT IT IS, AND HOW IT IS GIVEN. 1969, 60P. (U.S. CIVIL SERVICE COMM., 1969)
WORKBOOK WHICH MAY BE USED AS PROGRAMMED INSTRUCTION, PRESENTED ON A SECONDARY LEVEL. EXAMINATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: FEDERAL, EXAM, STENOGRAPHER, TYPIST, CLERK, OFFICE MACHINE, VERBAL ABILITIES, CLERICAL, DICTATION. RELEVANT TO INSTRUCTION IN: 14.03, 14.07.
SOURCE: GPO, 0600-0533, $0.60.

LEARNING EXPERIENCES WHICH INCLUDE A COMBINATION OF COURSES AND PRACTICAL EXPERIENCES CONCERNED WITH THE DISTRIBUTION OF INFORMATION: E.G., BY MAIL, TELEPHONE, TELEGRAPH, AND IN PERSON.

COMMUNICATION AND CONTROL. 1965, 64P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: COMMUNICATION, CONTROL. RELEVANT TO INSTRUCTION IN: 14.04, 14.08, 17.17.
SOURCE: GPO, 4500-0097, $1.50.

COMMUNICATION SYSTEMS CLERKS AND OPERATORS: 14.0401

PROGRAMS CONCERNED WITH OPERATING TELEPHONE SWITCHBOARDS AND SIMILAR EQUIPMENT FOR RELAYING INCOMING AND INTEROFFICE CALLS, ESTABLISHING CONNECTIONS BETWEEN SUBSCRIBERS, SUPPLYING INFORMATION: CALCULATING CHARGES: OPERATING TELEGRAPH AND SIMILAR EQUIPMENT FOR TRANSMITTING AND RECEIVING MESSAGES.

A SELF-INSTRUCTIONAL COURSE: EFFECTIVE RADIO USE DESIGNED FOR PERSONNEL OF THE FOREST SERVICE. 06/1969, 191P. (USDA, FOREST SERVICE)
PROGRAMMED TEXT WHICH MAY BE USED AS PROGRAMMED INSTRUCTION, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: RADIO USE, PRE-TEST, SAFETY, POST-TEST. RELEVANT TO INSTRUCTION IN: 14.0401, 01.0601, 17.1501, 01.0602.
SOURCE: GPO, 0100-0021, $2.00.

PLANNED LEARNING ACTIVITIES WHICH INCLUDE A COMBINATION OF COURSES AND PRACTICAL EXPERIENCES CONCERNED WITH (1) RECEIVING, STORING, ISSUING, SHIPPING, REQUISITIONING, AND ACCOUNTING FOR STORES OF MATERIAL OR MATERIAL IN USE, (2) ASSIGNING LOCATIONS AND SPACE TO ITEMS, INCLUDING VERIFICATION OF QUALITY, IDENTIFICATION, CONDITION, AND VALUE, (3) PREPARING OR COMMITTING STOCKS FOR SHIPMENT, (4) INVENTORYING STOCK, (5) REPLENISHING DEPLETED ITEMS, AND (6) FILLING ORDERS AND ISSUING TOOLS, EQUIPMENT, OR MATERIALS TO WORKERS.

CONTROLLING INVENTORY IN SMALL WHOLESALE FIRMS. 10/1970, 6P. (VANDEMARK, ROBERT L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CONTROL, INVENTORY, SMALL WHOLESALE FIRMS, STOCK, CLASSIFY, ORDER. RELEVANT TO INSTRUCTION IN: 14.08, 04., 14.05.
SOURCE: SBA, FREE.

STOCK CONTROL FOR SMALL STORES. 09/1969, 8P. (HARLING, EDWIN L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: STOCK, CONTROL, SMALL STORES, RECORDS, SALES, EXCESS. RELEVANT TO INSTRUCTION IN: 04., 14.08, 14.05.
SOURCE: SBA, FREE.

KNOWING YOUR IMAGE. 02/1967, 8P. (BLACKWELL, ROGER D.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: KNOW, IMAGE, PRICE POLICY, MERCHANDISE, EMPLOYEES, APPEARANCE, CLIENTELE, ADVERTISING, MARKETING RESEARCH. RELEVANT TO INSTRUCTION IN: 04.01, 14.08, 14.05.
SOURCE: SBA, FREE.

STOCK AND INVENTORY CLERKS: 14.0504

PROGRAMS CONCERNED WITH RECEIVING, STORING, SHIPPING, AND ISSUING SUPPLIES, MATERIALS, AND EQUIPMENT IN A STOCKROOM OR WAREHOUSE ENVIRONMENT, INCLUDING TAKING INVENTORIES, KEEPING RECORDS, AND REQUISITIONING STOCK.

INVENTORY MANAGEMENT. 08/1970, 8P. (MULVIHILL, DONALD F.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: INVENTORY MANAGEMENT, BIBLIOGRAPHY, INFORMATION. RELEVANT TO INSTRUCTION IN: 17.17, 14.0504.
SOURCE: SBA, FREE.

PLANNED LEARNING EXPERIENCES WHICH INCLUDE A COMBINATION OF COURSES AND PRACTICAL EXPERIENCES CONCERNED WITH PERSONNEL ADMINISTRATION OF AN ORGANIZATION AND THE FACILITATING FUNCTIONS OF SCHEDULING AND CONDUCTION CLERICAL WORK, MANAGEMENT, AND OPERATIONS OF ORGANIZATIONS.

PERSONNEL MANAGEMENT - DEVELOPING GOOD EMPLOYEES. 1965, 87P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: PERSONNEL MANAGEMENT. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 14.06.
SOURCE: GPO, 4500-0094, $1.25.

TRAINING IN PRIVATE INDUSTRY - POLICIES, ATTITUDES, AND PRACTICES OF EMPLOYERS IN GREATER CLEVELAND. 1971, 20P. (U.S. DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, TRAINING. GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: TRAINING, PRIVATE INDUSTRY, POLICIES, ATTITUDES, PRACTICES. RELEVANT TO INSTRUCTION IN: 14.06.
SOURCE: GPO, 2900-0109, $0.35.

MATCHING THE APPLICANT TO THE JOB. 11/1969, 4P. (RABE, W. F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: JOB APPLICANT, SMALL MANUFACTURERS, EXPECTATIONS, MISCONCEPTIONS, STRONG POINTS. RELEVANT TO INSTRUCTION IN: 14.06, 14.08, 04.
SOURCE: SBA, FREE.

CHECKLIST FOR DEVELOPING A TRAINING PROGRAM. 03/1967, 8P. (SMITH, LEONARD J.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CHECKLIST, TRAINING PROGRAM, SMALL MANUFACTURERS. RELEVANT TO INSTRUCTION IN: 04., 14.08, 14.06.
SOURCE: SBA, FREE.

PREVENTING EMPLOYEE PILFERAGE. 11/1970, 8P. (ASTOR, SAUL D.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: EMPLOYEE, PILFERAGE, SMALL MANUFACTURERS, PREVENTING. RELEVANT TO INSTRUCTION IN: 14.06, 04., 14.08.
SOURCE: SBA, FREE.

ARE YOUR SALESPEOPLE MISSING OPPORTUNITIES. 03/1970, 4P. (GRUBB, KENNETH)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SALESPEOPLE, OPPORTUNITIES, SMALL MARKETERS, SELL, CREATE, TRAIN, DEVELOPMENT, BENEFITS. RELEVANT TO INSTRUCTION IN: 14.08, 04., 14.06.
SOURCE: SBA, FREE.

POINTERS FOR DEVELOPING YOUR TOP ASSISTANT. 06/1970, 4P. (SERIF, MED)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: DEVELOPING, TOP ASSISTANT, SMALL MARKETERS. RELEVANT TO INSTRUCTION IN: 04., 14.08, 14.06.
SOURCE: SBA, FREE.

FINDING AND HIRING THE RIGHT EMPLOYEE. 02/1971, 4P. (RAPHELSON, RUDOLPH)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SMALL MARKETERS, FINDING EMPLOYEES, HIRING EMPLOYEES, SKILL, SOURCES, SCREEN. RELEVANT TO INSTRUCTION IN: 14.06, 14.08, 17.17, 04.
SOURCE: SBA, FREE.

TRAINING THE TECHNICAL SERVICEMAN. 05/1970, 4P. (LOGAN, WILLIAM B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: TRAINING, TECHNICAL SERVICEMAN, ORIENTATION, INSTRUCTING. RELEVANT TO INSTRUCTION IN: 14.06, 04.
SOURCE: SBA, FREE.

THE FEDERAL WAGE-HOUR LAW IN SMALL FIRMS. 04/1968, 8P. (LUNDQUIST, CLARENCE T.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: WAGE-HOUR LAW, SMALL FIRMS. RELEVANT TO INSTRUCTION IN: 14.06, 14.08, 17.17, 04.
SOURCE: SBA, FREE.

TRAINING RETAIL SALESPEOPLE. 07/1968, 8P. (LOGAN, WILLIAM B.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: TRAINING, RETAIL SALESPEOPLE, BIBLIOGRAPHY. RELEVANT TO INSTRUCTION IN: 04.20, 14.06.
SOURCE: SBA, FREE.

PERSONNEL MANAGEMENT. 09/1969, 12P. (LOEN, RAYMOND O.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PERSONNEL MANAGEMENT, BIBLIOGRAPHY, INFORMATION. RELEVANT TO INSTRUCTION IN: 14.06, 17.17, 14.08.
SOURCE: SBA, FREE.

INTERVIEWERS AND TEST TECHNICIANS: 14.0602

PROGRAMS CONCERNED WITH INTERVIEWING AND ADMINISTERING TESTS TO INDIVIDUALS TO DETERMINE THEIR APPROPRIATENESS FOR EMPLOYMENT AND/OR ADVANCEMENT. ALSO INVOLVED ARE THE USES OF APPROPRIATE MEASURING DEVICES, AND THE ADMINISTRATION, SCORING, AND ANALYSIS OF INDIVIDUAL AND GROUP PROGRESS.

INTERVIEWING GUIDES FOR SPECIFIC DISABLILITIES - HEART DISEASE. 03/1969, 8P. (DEPT. OF LABOR)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL, HEART.
DOCUMENT CONTENTS INCLUDE: INTERVIEWING GUIDES, DISABILITIES, HEART DISEASE. RELEVANT TO INSTRUCTION IN: 14.0602.
SOURCE: GPO, 2913-0033, $0.10.

INTERVIEWING GUIDES FOR SPECIFIC DISABILITIES - ALCOHOLISM. 1968, 10P. (DEPT. OF LABOR, MANPOWER ADMIN.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DISADVANTAGED/HANDICAPPED INTERNAL: PSYCHOLOGICAL , PHYSIOLOGICAL, ALCOHOLIC.
DOCUMENT CONTENTS INCLUDE: INTERVIEWING GUIDES, DISABILITIES, ALCOHOLISM. RELEVANT TO INSTRUCTION IN: 14.0602.
SOURCE: GPO, 2913-0032, $0.10.

PLANNED LEARNING ACTIVITIES WHICH INCLUDE A COMBINATION OF COURSES AND PRACTICAL EXPERIENCES CONCERNED WITH MAKING, CLASSIFYING, AND FILING RECORDS, INCLUDING WRITTEN COMMUNICATIONS.

STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS: A SUGGESTED CURRICULA GUIDE. 1967, 191P. (U.S. DEPT OF HEALTH, EDUCATION, AND WELFARE, OFFICE OF EDUCATION)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: STENOGRAPHIC, SECRETARIAL, JOB DESCRIPTIONS, PREREQUISITES, CURRICULA, OUTLINES, SYNOPSES, GUIDANCE, COUNSELING, GENERAL OFFICE EDUCATION, SPECIALIZED OFFICE EDUCATION, ADMINISTRATIVE OFFICE EDUCATION, WORK EXPERIENCE. RELEVANT TO INSTRUCTION IN: 14.07, 14.0801, 14.0803.
SOURCE: GPO, 1780-0439, $1.50.

SUBJECT FILING, RECORDS MANAGEMENT HANDBOOK. 1966, 40P. (GENERAL SERVICES ADMIN., NATIONAL ARCHIVES AND RECORDS MNGMNT.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: SUBJECT FILING, SYSTEMATIC FILING, CLASSIFYING, FILE CODES. RELEVANT TO INSTRUCTION IN: 14.03, 14.07.
SOURCE: GPO, 2202-0011, $0.30.

GUIDE LETTERS, RECORDS MANAGEMENT HANDBOOK, MANAGING CORRESPONDENCE. 1965, 23P. (GENERAL SERVICES ADMIN., NATIONAL ARCHIVES AND RECORDS MANAGEMENT DIVISION.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: GUIDE LETTERS, MANAGING CORRESPONDENCE, WRITING, GUIDE-LETTER CHECKLIST. RELEVANT TO INSTRUCTION IN: 14.03, 14.07.
SOURCE: GPO, 2202-0006, $0.20.

FEDERAL OFFICE ASSISTANT EXAMINATION: STENOGRAPHER, TYPIST, CLERK, AND OFFICE MACHINE OPERATOR - WHAT IT IS, AND HOW IT IS GIVEN. 1969, 60P. (U.S. CIVIL SERVICE COMM., 1969)
WORKBOOK WHICH MAY BE USED AS PROGRAMMED INSTRUCTION, PRESENTED ON A SECONDARY LEVEL. EXAMINATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: FEDERAL, EXAM, STENOGRAPHER, TYPIST, CLERK, OFFICE MACHINE, VERBAL ABILITIES, CLERICAL, DICTATION. RELEVANT TO INSTRUCTION IN: 14.03, 14.07.
SOURCE: GPO, 0600-0533, $0.60.

THE SEVEN KEYS TO BETTER FASTER TYPING. 04/1962, 37P. (U.S. CIVIL SERVICE COMM.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: BETTER, FASTER, TYPING, TECHNIQUE, CARE. RELEVANT TO INSTRUCTION IN: 14.07.
SOURCE: GPO, 0600-0467, $0.50.

LEARNING ACTIVITIES AND EXPERIENCES CONCERNED WITH VARIOUS RESPONSIBILITIES SUCH AS (1) STUDYING POLICIES, ORGANIZATIONAL STRUCTURES, AND ADMINISTRATIVE PRACTICES OF ORGANIZATIONS SUCH AS GOVERNMENTAL UNITS, INDUSTRIAL FIRMS, AND NONPROFIT GROUPS: (2) REVIEWING PERIODIC BUDGETS SUBMITTED BY OPERATIONS PERSONNEL: (3) PREPARING REPORTS SUMMARIZING FINDINGS AND RECOMMENDING TO LINE MANAGEMENT CHANGES IN POLICY, ORGANIZATION, AND ADMINISTRATION: (4) CONSOLIDATING BUDGET ESTIMATES AND PREPARING FINANCIAL REPORTS FOR COMMENT: AND (5) SUPERVISING AND COORDINATING ACTIVITIES, DETERMINING WORK PROCEDURES, AND ASSIGNING DUTIES.

SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS: A SUGGESTED CURRICULUM GUIDE. 1970, 208P. (U.S. DEPT OF HEALTH, EDUCATION, AND WELFARE, OFFICE OF EDUCATION)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SUPERVISORY OCCUPATIONS, ADMINISTRATIVE MANAGEMENT OCCUPATIONS, JOB DESCRIPTIONS, PREREQUISITES, SUGGESTED TRAINING, TRAINING ANALYSES, CURRICULUMS, OUTLINES, SYNOPSES, GUIDANCE, COUNSELING, GENERAL OFFICE EDUCATION, SPECIALIZED OFFICE EDUCATION, ADMINISTRATIVE OFFICE EDUCATION, WORK EXPERIENCE. RELEVANT TO INSTRUCTION IN: 14.08.
SOURCE: GPO, 1780-0550, $2.00.

GUIDES FOR SUPERVISORS. 10/1969, 118P. (USDA, OFFICE OF PERSONNEL)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: GUIDES, SUPERVISORS, MANAGEMENT, PERSONNEL, EMPLOYEE. RELEVANT TO INSTRUCTION IN: 14.08, 17.17.
SOURCE: GPO, 0106-0001, $1.25.

COMPUTER-BASED VOCATIONAL GUIDANCE SYSTEMS: SUMMARY OF PAPER PRESENTED AT THE FOURTH SYMPOSIUM FOR SYSTEMS UNDER DEVELOPMENT FOR VOCATIONAL GUIDANCE WITH A DESCRIPTION OF SOME GUIDANCE SYSTEMS UNDER DEVELOPMENT OE-25053. 1969, 168P. (HEW, OFFICE OF EDUCATION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC.
DOCUMENT CONTENTS INCLUDE: VOCATIONAL GUIDANCE SYSTEMS, THEORETICAL CONSIDERATIONS, IMPLEMENTATION, COMPUTER SYSTEMS. RELEVANT TO INSTRUCTION IN: 14.08.
SOURCE: GPO, 1780-0222, $1.25.

PLANT RELOCATION AND THE CORE CITY WORKER. 01/1967, 166P. (BURTT, JR., EVERETT J.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. STATISTICS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: PLANT RELOCATION, COMMUTING, RESIDENTIAL CHARACTERISTICS. RELEVANT TO INSTRUCTION IN: 14.08.
SOURCE: GPO, 2300-0139, $1.00.

MANAGEMENT AUDIT FOR SMALL MANUFACTURERS. 1963, 58P. (FAUCETT, PHILIP M.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AUDIT, SMALL MANUFACTURERS, ACCOUNTING, BUDGETING, CREDIT, INSURANCE, INVENTORY, MARKETING, PERSONNEL, PLANT, EQUIPMENT, PRODUCTION, PURCHASING, RESEARCH, DEVELOPMENT, TAXES. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0035, $0.35.

HUMAN RELATIONS IN SMALL BUSINESS. 1969, 38P. (BRUCE, MARTIN M.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: HUMAN RELATIONS, SMALL BUSINESS, MORALE, ORIENTATION, INDUCTION, TRAINING. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0036, $0.30.

MANAGING FOR PROFITS. 1968, 170P. (KRENTZMAN, HARVEY C.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PROFITS, MARKETING, MERCHANDISING, ADVERTISING, PRODUCTION, FINANCE, SYSTEMS, RECORDS, MANAGEMENT. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0005, $0.65.

MANAGEMENT AIDS FOR SMALL BUSINESS, ANNUAL NO. 1. 1958, 184P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT, AIDS, SMALL BUSINESS, GOVERNMENT, INTERNAL MANAGEMENT, EXTERNAL HELP. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0007, $1.25.

MANAGEMENT AIDS FOR SMALL BUSINESS. 1958, 146P. (ANTHONY, EDWARD L.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL BUSINESS, GOVERNMENT, INTERNAL MANAGEMENT, EXTERNAL HELP. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0011, $1.00.

MANAGEMENT AIDS FOR SMALL BUSINESS, ANNUAL NO. 3. 1957, 80P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL BUSINESS, GOVERNMENT, INTERNAL MANAGEMENT, EXTERNAL HELP. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0012, $0.60.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 4. 1958, 78P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, GOVERNMENT, INTERNAL MANAGEMENT, EXTERNAL HELP. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0013, $0.45.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 5. 1959, 81P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, INTERNAL MANAGEMENT, EXTERNAL HELP. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0014, $0.45.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS. 1960, 73P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, GOVERNMENT, INTERNAL MANAGEMENT, EXTERNAL HELP. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0015, $0.40.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 7. 1961, 66P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, GOVERNMENT, INTERNAL MANAGEMENT. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0016, $0.30.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 8. 1962, 86P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, GOVERNMENT, INTERNAL MANAGEMENT, EXTERNAL HELP. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0017, $0.45.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 9. 1963, 82P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, INTERNAL MANAGEMENT, EXTERNAL HELP. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0018, $0.35.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 10. 1964, 82P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, EXTERNAL HELP, INTERNAL MANAGEMENT. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0008, $0.35.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS ANNUAL NO. 11. 1965, 103P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, INTERNAL MANAGEMENT, EXTERNAL HELP. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0106, $0.50.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 12. 1966, 85P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, INVENTORY CONTROL, COMMUNICATION, SALES DECISIONS, FIDELITY LOSSES, PROFIT SHARING. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0009, $0.45.

MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 13. 1967, 100P. (SMALL BUSINESS ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT AIDS, SMALL MANUFACTURERS, COLLECTING, DESIGNING, BORROWING, JOB DESCRIPTIONS, ADVERTISING, FINANCIAL AUDITS. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0010, $0.50.

SUGGESTED MANAGEMENT GUIDES. 1962, 308P. (SANGSTON, H. EARL)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT GUIDES, RECORDKEEPING, CREDIT, COLLECTIONS, FINANCE, INSURANCE, TAXATION, PERSONNEL, SELLING, ADVERTISING, SALES PROMOTION, STORE DESIGN. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: GPO, 4500-0075, $1.75.

PERSONNEL MANAGEMENT - DEVELOPING GOOD EMPLOYEES. 1965, 87P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: PERSONNEL MANAGEMENT. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 14.06.
SOURCE: GPO, 4500-0094, $1.25.

COMMUNICATION AND CONTROL. 1965, 64P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: COMMUNICATION, CONTROL. RELEVANT TO INSTRUCTION IN: 14.04, 14.08, 17.17.
SOURCE: GPO, 4500-0097, $1.50.

SAFEGUARDING YOUR BUSINESS AND MANAGEMENT SUCCESSION. 1965, 70P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SAFEGUARDING, BUSINESS, MANAGEMENT SUCCESSION. RELEVANT TO INSTRUCTION IN: 14.08, 17.17.
SOURCE: GPO, 4500-0081, $1.50.

MANAGING TO SELL. 1964, 74P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED.
DOCUMENT CONTENTS INCLUDE: SELL, MANAGEMENT. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: GPO, 4500-0091, $1.50.

HOW TRADE ASSOCIATIONS HELP SMALL BUSINESS. 11/1969, 4P. (ELTON, REUEL W.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: TRADE ASSOCIATIONS, SMALL BUSINESS. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

HOW THE PUBLIC EMPLOYMENT SERVICE HELPS SMALL BUSINESS. 10/1967, 4P. (ODELL, CHARLES E.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PUBLIC EMPLOYMENT SERVICE, SMALL BUSINESS. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

GETTING YOUR PRODUCT ON QUALIFIED PRODUCTS LISTS. 02/1970, 4P. (SMALL BUSINESS ADMIN.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PRODUCT, QUALIFIED PRODUCTS LISTS. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

HOW TO ANALYZE YOUR OWN BUSINESS. 09/1969, 6P. (SOMMER, HOWARD ELLSWORTH)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: ANALYZE, BUSINESS. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

KNOW YOUR PATENTING PROCEDURES. 09/1969, 4P. (SCHWARZTRAUBER, EVELYN M.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PATENTING PROCEDURES. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

CHOOSING THE LEGAL STRUCTURE FOR YOUR FIRM. 10/1970, 4P. (ANTHONY, EDWARD L., COMSTOCK, A. BARR)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CHOOSING, LEGAL STRUCTURE, SMALL MANUFACTURERS. RELEVANT TO INSTRUCTION IN: 14.08, 04.
SOURCE: SBA, FREE.

REDUCING THE RISKS IN PRODUCT DEVELOPMENT. 11/1969, 4P. (ROBERTS, FRANK L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: RISKS, PRODUCT DEVELOPMENT, SMALL MANUFACTURERS, NEW IDEAS, PRETESTING, LAUNCHING. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

ANALYZING YOUR COST OF MARKETING. 08/1970, 4P. (SEVIN, CHARLES H.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: COST, MARKETING, SMALL MANUFACTURERS, EFFICIENCY, STUDIES, CUSTOMERS, ANALYSIS. RELEVANT TO INSTRUCTION IN: 01.02, 04.12, 14.08.
SOURCE: SBA, FREE.

WISHING WON'T GET PROFITABLE NEW PRODUCTS. 05/1970, 4P. (FISHER, JR., AUSTIN W.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PROFIT, NEW PRODUCTS, SMALL MANUFACTURERS, DEVELOPMENT, PHYSICAL, HUMAN, FINANCIAL, CAPABILITIES, MANAGEMENT, PROPOSALS. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

STEPS IN INCORPORATING A BUSINESS. 08/1970, 4P. (SBA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: STEPS, INCORPORATING, BUSINESS, SMALL MANUFACTURERS, REQUIREMENTS. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

SMALL BUSINESS PROFITS FROM UNPATENTABLE IDEAS. 08/1970, 4P. (MANN, C. HOWARD)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SMALL BUSINESS, PROFITS, UNPATENTABLE IDEAS. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

PROVING FIDELITY LOSSES. 02/1971, 4P. (HUGHES, JOHN E.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: FIDELITY LOSSES, SMALL MANUFACTURERS, PROVING. RELEVANT TO INSTRUCTION IN: 14.08, 04.
SOURCE: SBA, FREE.

PUBLICIZE YOUR COMPANY BY SHARING INFORMATION. 03/1970, 4P. (GREIF, LUCIEN R.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: INFORMATION, SMALL MANUFACTURERS, PUBLICITY. RELEVANT TO INSTRUCTION IN: 04.01, 14.08.
SOURCE: SBA, FREE.

DESIGNING SMALL PLANTS FOR ECONOMY AND FLEXIBILITY. 01/1968, 4P. (DOUGLASS, LATHROP)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SMALL PLANTS, ECONOMY, FLEXIBILITY, DESIGN. RELEVANT TO INSTRUCTION IN: 14.08, 04.
SOURCE: SBA, FREE.

THE ABC'S OF BORROWING. 02/1971, 8P. (SBA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: BORROWING, SMALL MANUFACTURERS, CREDIT, MONEY, RESTRICTIONS, LIMITATIONS, APPLICATION, STANDARDS. RELEVANT TO INSTRUCTION IN: 14.01, 14.08, 04.
SOURCE: SBA, FREE.

INNOVATION: HOW MUCH IS ENOUGH. 01/1968, 4P. (ANTHONY, EDWARD L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: INNOVATION, SMALL MANUFACTURERS, DEVELOPMENT, CHANGE, RISKS, PROGRAM. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

ELIMINATING WASTE IN SMALL PLANT R AND D. 04/1965, 4P. (HENKE, RUSSELL)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: WASTE, SMALL PLANT R AND D, PURPOSE, ORGANIZATION, COORDINATE, REVIEW, PROCEDURES, CHANGES. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

PLANNING AND CONTROLLING PRODUCTION FOR EFFICIENCY. 12/1970, 4P. (HOBSON, LELAND S., SCHRADER, GEORGE F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PLANNING, CONTROLLING, PRODUCTION, EFFICIENCY, SMALL MANUFACTURERS, BUDGET, PRODUCTION RATE, COST, INVENTORY, QUALITY. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

EFFECTIVE INDUSTRIAL ADVERTISING FOR SMALL PLANTS. 12/1969, 4P. (MARSHALL, HAROLD)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: INDUSTRIAL ADVERTISING, SMALL PLANTS, COST, PLACING, SELECTING, AGENCY. RELEVANT TO INSTRUCTION IN: 04.01, 17.17, 14.08.
SOURCE: SBA, FREE.

NUMERICAL CONTROL FOR THE SMALL MANUFACTURER. 06/1970, 4P. (MOORHEAD, JACK)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: NUMERICAL CONTROL, SMALL MANUFACTURER, ADVANTAGES, DISADVANTAGES. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

EXPANDING SALES THROUGH FRANCHISING. 02/1968, 4P. (LAPIN, JR., AL)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: EXPANDING SALES, FRANCHISING, SMALL MANUFACTURERS, MONEY, SELLING, TRAINING. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: SBA, FREE.

PREPARING FOR NEW MANAGEMENT. 05/1966, 4P. (HALSTEAD, E. FREDERICK)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: NEW MANAGEMENT, SMALL MANUFACTURERS, SALES, PRODUCTION, PREPARATION. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

PROGRESSIVE AUTOMATION OF PRODUCTION. 07/1966, 4P. (BERKOW, WILLIAM F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: AUTOMATION, PRODUCTION, SMALL MANUFACTURERS, LABOR, MATERIALS, FACILITIES, POWER. RELEVANT TO INSTRUCTION IN: 14.08, 04., 17.17.
SOURCE: SBA, FREE.

MATCHING THE APPLICANT TO THE JOB. 11/1969, 4P. (RABE, W. F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: JOB APPLICANT, SMALL MANUFACTURERS, EXPECTATIONS, MISCONCEPTIONS, STRONG POINTS. RELEVANT TO INSTRUCTION IN: 14.06, 14.08, 04.
SOURCE: SBA, FREE.

CHECKLIST FOR DEVELOPING A TRAINING PROGRAM. 03/1967, 8P. (SMITH, LEONARD J.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CHECKLIST, TRAINING PROGRAM, SMALL MANUFACTURERS.
RELEVANT TO INSTRUCTION IN: 04., 14.08, 14.06.
SOURCE: SBA, FREE.

USING CENSUS DATA IN SMALL PLANT MARKETING. 12/1969, 8P. (DUTKA, SOLOMON)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CENSUS DATA, SMALL PLANT, MARKETING, KINDS, INTERPRETATION, QUESTIONS, ADVERTISING, REPORTS. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

DEVELOPING A LIST OF PROSPECTS. 01/1971, 8P. (LOEN, ERNEST L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: LIST, PROSPECTS, SMALL MANUFACTURERS, DEVELOPMENT, KINDS, LOCATION, DISTRIBUTION. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

SHOULD YOU MAKE OR BUY COMPONENTS. 06/1967, 8P. (HACKAMACK, LAWRENCE C.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MAKE, BUY, COMPONENTS, SMALL MANUFACTURERS, ALTERNATIVES, FACTORS, QUANTITY, QUALITY, MANUFACTURING, SUPPLY, COST. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

MEASURING THE PERFORMANCE OF SALESMEN. 08/1967, 8P. (SBA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MEASURING, PERFORMANCE, SALESMEN, SMALL MANUFACTURERS.
RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17, 04.12.
SOURCE: SBA, FREE.

DELEGATING WORK AND RESPONSIBILITY. 09/1970, 6P. (SBA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: DELEGATING WORK, DELEGATING RESPONSIBILITY, SMALL MANUFACTURERS. RELEVANT TO INSTRUCTION IN: 14.08, 04., 17.17.
SOURCE: SBA, FREE.

PROFILE YOUR CUSTOMERS TO EXPAND INDUSTRIAL SALES. 02/1968, 8P. (GULICK, JAMES E.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CUSTOMERS, INDUSTRIAL SALES, SMALL MANUFACTURERS, PROFILE, REVIEW, MARKET, TRENDS, MAGNIFY, GAINS, PENETRATE, POTENTIAL. RELEVANT TO INSTRUCTION IN: 04., 17.17, 14.08.
SOURCE: SBA, FREE.

WHAT IS THE BEST SELLING PRICE. 1970, 8P. (LENNON, VICTOR A.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SELLING, PRICE, SMALL MANUFACTURERS, COSTING, PRICE-VOLUME, COMPLICATIONS, MATERIAL. RELEVANT TO INSTRUCTION IN: 04., 14.08, 17.17.
SOURCE: SBA, FREE.

MARKETING PLANNING GUIDELINES. 09/1970, 6P. (HAERR, ALVIN R.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MARKETING, GUIDELINES, SMALL MANUFACTURERS, CONSISTENT, COST, CHANGES, FACTS. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

SETTING PAY FOR YOUR MANAGEMENT JOBS. 06/1968, 7P. (CAHILL, THOMAS E.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PAY, MANAGEMENT, SMALL MANUFACTURERS, PLAN, SALARIES, BONUSES. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

TIPS ON SELECTING SALESMEN. 07/1968, 8P. (GRUBB, KENNETH)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SALESMEN, SMALL MANUFACTURERS, SELECT, INITIATIVE, PERSEVERANCE, RELIABILITY, ABILITY, TRAVEL, EMOTIONALLY BALANCED. RELEVANT TO INSTRUCTION IN: 04., 14.08, 04.12.
SOURCE: SBA, FREE.

POINTERS ON PREPARING AN EMPLOYEE HANDBOOK. 05/1970, 8P. (CRUGER, FRANK M.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: EMPLOYEE HANDBOOK, SMALL MANUFACTURERS, PREPARING. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

HOW TO FIND A LIKELY SUCCESSOR. 09/1968, 8P. (ROBINSON, JOSEPH A.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SUCCESSOR, SMALL MANUFACTURERS, RECRUITING, CANDIDATES, ADVANTAGES, MANAGEMENT. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

EXPAND OVERSEAS SALES WITH COMMERCE DEPARTMENT HELP. 10/1968, 8P. (MCQUADE, LAWRENCE C.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: EXPAND, OVERSEAS SALES, COMMERCE DEPT., SMALL MANUFACTURERS. RELEVANT TO INSTRUCTION IN: 04.14, 14.08.
SOURCE: SBA, FREE.

IS THE INDEPENDENT SALES AGENT FOR YOU. 12/1968, 8P. (BOBROW, EDWIN E.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: INDEPENDENT SALES AGENT, SMALL MANUFACTURERS, COST, CONTROL, TERRITORIES, SELLING, TRAINING, EXPERIENCE, TIME. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

LOCATING OR RELOCATING YOUR BUSINESS. 01/1971, 8P. (WEBER, JR., FRED I.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: LOCATING, RELOCATING, BUSINESS, MARKET, LABOR FORCE, RAW MATERIALS, BUILDINGS, TRANSPORTATION. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

DISCOVER AND USE YOUR PUBLIC LIBRARY. 01/1971, 8P. (BOERUM, MARIE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: DISCOVER, USE, PUBLIC LIBRARY, SMALL MANUFACTURERS, RESEARCH, REFERENCE. RELEVANT TO INSTRUCTION IN: 14.08, 04., 17.17.
SOURCE: SBA, FREE.

ARE YOUR PRODUCTS AND CHANNELS PRODUCING SALES. 09/1969, 8P. (KONOPA, LEONARD J.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PRODUCTS, CHANNELS, SALES, SMALL MANUFACTURERS, RECORDS, LIFE CYCLE, WEAKNESSES, CHANGES. RELEVANT TO INSTRUCTION IN: 14.08, 04., 17.17.
SOURCE: SBA, FREE.

POINTERS ON NEGOTIATING D.O.D. CONTRACTS. 10/1969, 8P. (DINKEL, PAUL B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: NEGOTIATING, DOD CONTRACTS, SMALL MANUFACTURERS, TYPES, SPECIFICATIONS, NEGOTIATION. RELEVANT TO INSTRUCTION IN: 14.08, 04., 17.17.
SOURCE: SBA, FREE.

POINTERS ON USING TEMPORARY-HELP SERVICES. 04/1970, 8P. (OLSTEN, WILLIAM)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: TEMPORARY-HELP SERVICES, SMALL MANUFACTURERS, ADVANTAGES, DISADVANTAGES. RELEVANT TO INSTRUCTION IN: 04., 17.17, 14.08.
SOURCE: SBA, FREE.

KEEP POINTED TOWARD PROFIT. 09/1970, 6P. (FELLER, JR., JACK H.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PROFIT, SMALL MANUFACTURERS. RELEVANT TO INSTRUCTION IN: 14.08, 04., 17.17.
SOURCE: SBA, FREE.

POINTERS ON SCHEDULING PRODUCTION. 06/1970, 8P. (KLINE, JOHN B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PRODUCTION, SMALL MANUFACTURERS, PRODUCTION, LAYOUT, WORKLOAD, CAPABILITY, STANDARDS, SYSTEMS, PROCEDURES. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

PROBLEMS IN MANAGING A FAMILY-OWNED BUSINESS. 07/1970, 8P. (LEVINSON, ROBERT E.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PROBLEMS, FAMILY-OWNED BUSINESS, MANAGEMENT, OPERATIONS, TURNOVER, GROWTH. RELEVANT TO INSTRUCTION IN: 14.08, 04.
SOURCE: SBA, FREE.

PREVENTING EMPLOYEE PILFERAGE. 11/1970, 8P. (ASTOR, SAUL D.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: EMPLOYEE, PILFERAGE, SMALL MANUFACTURERS, PREVENTING. RELEVANT TO INSTRUCTION IN: 14.06, 04., 14.08.
SOURCE: SBA, FREE.

RECORDS RETENTION: NORMAL AND DISASTER. 10/1970, 8P. (SHIFF, ROBERT A.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: RECORDS RETENTION, SMALL MANUFACTURERS, NORMAL, DISASTER. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

CHECKLIST FOR GOING INTO BUSINESS. 12/1970, 12P. (SBA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CHECKLIST, SMALL BUSINESS, YOU, MONEY, PARTNER, CUSTOMERS. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

KEEPING MACHINES AND OPERATORS PRODUCTIVE. 06/1970, 4P. (PYLE, HOWARD)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SMALL MANUFACTURERS, MACHINES, OPERATORS, PRODUCTIVE. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

HOW DISTRIBUTIVE EDUCATION HELPS SMALL BUSINESS. 11/1969, 4P. (BEAUMONT, JOHN A.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: DISTRIBUTIVE EDUCATION, SMALL BUSINESS, INSTRUCTION INDIVIDUALIZED CONSULTATION, CLINICS, INSTITUTES, INFORMATION, COOPERATIVE. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

ARE YOU KIDDING YOURSELF ABOUT YOUR PROFITS. 12/1970, 4P. (DISNEY, FREDRICK G.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PROFITS, SMALL MARKETERS, EXISTENCE, SUFFICIENCY, MIX, TREND. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

ARE YOUR SALESPEOPLE MISSING OPPORTUNITIES. 03/1970, 4P. (GRUBB, KENNETH)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SALESPEOPLE, OPPORTUNITIES, SMALL MARKETERS, SELL, CREATE, TRAIN, DEVELOPMENT, BENEFITS. RELEVANT TO INSTRUCTION IN: 14.08, 04., 14.06.
SOURCE: SBA, FREE.

CHECKLIST FOR SUCCESSFUL RETAIL ADVERTISING. 07/1970, 8P. (LIPSCOMB JR., CHARLES T.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CHECKLIST, SMALL MARKETERS, RETAIL ADVERTISING, ATTITUDE, ADVERTISING, STORE, MARKET, CUSTOMER, REACH, GOAL. RELEVANT TO INSTRUCTION IN: 14.08, 04.01.
SOURCE: SBA, FREE.

POINTERS FOR DEVELOPING YOUR TOP ASSISTANT. 06/1970, 4P. (SERIF, MED)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: DEVELOPING, TOP ASSISTANT, SMALL MARKETERS. RELEVANT TO INSTRUCTION IN: 04., 14.08, 14.06.
SOURCE: SBA, FREE.

PREVENTING ACCIDENTS IN SMALL STORES. 09/1970, 4P. (CURTIS, S. J.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: ACCIDENTS, SMALL STORES, ENGINEERING, EDUCATION, ENFORCEMENT. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

A PRICING CHECKLIST FOR MANAGERS. 12/1970, 4P. (O'BRIEN, JOSEPH D.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PRICING CHECKLIST, MANAGERS, SMALL MARKETER, COSTS, BUYER MOTIVATION. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

FINDING AND HIRING THE RIGHT EMPLOYEE. 02/1971, 4P. (RAPHELSON, RUDOLPH)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SMALL MARKETERS, FINDING EMPLOYEES, HIRING EMPLOYEES, SKILL, SOURCES, SCREEN. RELEVANT TO INSTRUCTION IN: 14.06, 14.08, 17.17, 04.
SOURCE: SBA, FREE.

BUILDING STRONG RELATIONS WITH YOUR BANK. 09/1970, 4P. (CASHIN, JAMES A.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: BANK, SMALL MARKETERS, NEEDS, SERVICES, RESPECT, FUTURE, PERSONAL. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

STIMULATING IMPULSE BUYING FOR INCREASED SALES. 06/1970, 4P. (WRIGHT, JOHN S., GOLDSTUCKER, JAC L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: INCREASED SALES, SHOPPER, WANTS, PRICED, ADVERTISING, NONNECESSITY, CONSUMED. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

CONTROLLING CASH IN SMALL RETAIL AND SERVICE FIRMS. 08/1970, 4P. (CAMPBELL, D. S.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CASH, SMALL RETAIL, SERVICE FIRMS, RECORDS, CASH, FLOW, BALANCES, INCOME. RELEVANT TO INSTRUCTION IN: 14.08, 14.01, 17.17, 04.
SOURCE: SBA, FREE.

INTERIOR DISPLAY: A WAY TO INCREASE SALES. 02/1971, 4P. (VALENTI, GABRIEL M.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: INTERIOR DISPLAY, SALES, SMALL MARKETERS, FIXTURES, COLOR, SIGNS, LIGHTS. RELEVANT TO INSTRUCTION IN: 04.01, 14.08, 17.17.
SOURCE: SBA, FREE.

SALES POTENTIAL AND MARKET SHARES. 05/1970, 4P. (CORNWELL, ARTHUR W.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SALES POTENTIAL, MARKET SHARES, SMALL MARKETERS, AREA, COMPETITORS, TOTAL. RELEVANT TO INSTRUCTION IN: 14.08, 04., 17.17.
SOURCE: SBA, FREE.

QUALITY AND TASTE AS SALES APPEALS. 11/1969, 4P. (MYERS, ROBERT H.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: QUALITY, TASTE, SALES, TRADE, TRAIN, SUGGESTION SELLING, IDENTITY, PRODUCTS, PERSONAL, YOUNG. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

PLEASING YOUR BOSS, THE CUSTOMER. 04/1970, 4P. (LAWS, DWAYNE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CUSTOMER, SMALL MARKETERS, PATRONAGE, SERVES. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

ARE YOU READY FOR FRANCHISING. 10/1970, 4P. (TUNICK, A. L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: FRANCHISING, SMALL MARKETERS, INVESTORS, REPUTATION, RISK. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

HOW TO SELECT A RESIDENT BUYING OFFICE. 05/1970, 4P. (MILLER, ERNEST A.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: RESIDENT BUYING OFFICE, SMALL MARKETERS, TYPES, SERVICES, GUIDES, ADVANTAGES, COST. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

LEGAL SERVICES FOR SMALL RETAIL AND SERVICE FIRMS. 11/1970, 4P. (LAUGHLIN, CHARLES W.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: LEGAL SERVICES, SMALL RETAIL FIRMS, SERVICE FIRMS, ORGANIZATION, PROPERTY, MONEY, TAX PLANNING, RELATIONS, LITIGATION, CREDIT. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

PREVENTING RETAIL THEFT. 12/1970, 4P. (ASTOR, SAUL D.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: RETAIL, THEFT, PREVENTION, PERSONNEL. RELEVANT TO INSTRUCTION IN: 04., 14.08, 16.0605.
SOURCE: SBA, FREE.

BUILDING GOOD CUSTOMER RELATIONS. 04/1966, 4P. (COLLAZZO, CHARLES J.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: BUILDING, CUSTOMER, RELATIONS, STORE, POLICIES, ACTIVITIES, COMMUNITY. RELEVANT TO INSTRUCTION IN: 14.08, 04.
SOURCE: SBA, FREE.

MEASURING THE RESULTS OF ADVERTISING. 08/1966, 4P. (SORBET, ELIZABETH M.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MEASURING, RESULTS, ADVERTISING. RELEVANT TO INSTRUCTION IN: 04.01, 14.08.
SOURCE: SBA, FREE.

CONTROLLING INVENTORY IN SMALL WHOLESALE FIRMS. 10/1970, 6P. (VANDEMARK, ROBERT L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CONTROL, INVENTORY, SMALL WHOLESALE FIRMS, STOCK, CLASSIFY, ORDER. RELEVANT TO INSTRUCTION IN: 14.08, 04., 14.05.
SOURCE: SBA, FREE.

STOCK CONTROL FOR SMALL STORES. 09/1969, 8P. (HARLING, EDWIN L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: STOCK, CONTROL, SMALL STORES, RECORDS, SALES, EXCESS. RELEVANT TO INSTRUCTION IN: 04., 14.08, 14.05.
SOURCE: SBA, FREE.

KNOWING YOUR IMAGE. 02/1967, 8P. (BLACKWELL, ROGER D.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: KNOW, IMAGE, PRICE POLICY, MERCHANDISE, EMPLOYEES, APPEARANCE, CLIENTELE, ADVERTISING, MARKETING RESEARCH. RELEVANT TO INSTRUCTION IN: 04.01, 14.08, 14.05.
SOURCE: SBA, FREE.

POINTERS ON DISPLAY LIGHTING. 03/1967, 8P. (ELLIOTT, CHARLES B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: POINTERS, DISPLAY, LIGHTING, MERCHANDISE, WINDOW, ASSISTANCE. RELEVANT TO INSTRUCTION IN: 14.08, 04.01.
SOURCE: SBA, FREE.

ACCOUNTING SERVICES FOR SMALL SERVICE FIRMS. 04/1967, 8P. (COOPER, IRVING M.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: ACCOUNTING SERVICES, SMALL SERVICE FIRMS, BOOKS, ADVICE, ASSISTANCE. RELEVANT TO INSTRUCTION IN: 04., 14.08, 14.01.
SOURCE: SBA, FREE.

SIX METHODS FOR SUCCESS IN A SMALL STORE. 01/1971, 2P. (LEVINSON, ROBERT E.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SUCESS, SMALL STORE, CUSTOMERS, IMAGE, TEAMWORK, PROFIT VOLUME, RENT. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

BUILDING CUSTOMER CONFIDENCE IN YOUR SERVICE SHOP. 06/1967, 8P. (OTTERBOURG, ROBERT K.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: BUILD, CUSTOMER, CONFIDENCE, SERVICE SHOP. RELEVANT TO INSTRUCTION IN: 04., 14.08.
SOURCE: SBA, FREE.

REDUCING SHOPLIFTING LOSSES. 09/1970, 8P. (VERRILL, ADDISON H.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: REDUCE, SHOPLIFTING, LOSSES, METHODS, TYPES, POLICE, DETERRENT, LAYOUT, APPREHENSION, ARRESTS. RELEVANT TO INSTRUCTION IN: 17.17, 04., 14.08.
SOURCE: SBA, FREE.

RETIREMENT PLANS FOR SELF-EMPLOYED OWNER MANAGERS. 02/1968, 8P. (COSTELLO, JR., FRANK J.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: RETIREMENT, SELF-EMPLOYED, OWNER MANAGERS, ELIGIBILITY, REQUIREMENTS, INVESTMENT, CONTRIBUTIONS, BENEFITS. RELEVANT TO INSTRUCTION IN: 14.08, 04.
SOURCE: SBA, FREE.

ANALYZE YOUR RECORDS TO REDUCE COSTS. 04/1970, 6P. (ABRAHAM, ALFRED B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: ANALYZE, RECORDS, REDUCE, COSTS. RELEVANT TO INSTRUCTION IN: 14.01, 04., 14.08, 17.17.
SOURCE: SBA, FREE.

THE FEDERAL WAGE-HOUR LAW IN SMALL FIRMS. 04/1968, 8P. (LUNDQUIST, CLARENCE T.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: WAGE-HOUR LAW, SMALL FIRMS. RELEVANT TO INSTRUCTION IN: 14.06, 14.08, 17.17, 04.
SOURCE: SBA, FREE.

CAN YOU AFFORD DELIVERY SERVICE. 05/1968, 8P. (HALVERSON, GERALD B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: DELIVERY SERVICE, COST. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

PREVENTING BURGLARY AND ROBBERY LOSS. 05/1968, 8P. (CURTIS, S. J.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PREVENTING, BURGLARY, ROBBERY LOSS. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

ARBITRATION: PEACEMAKER IN SMALL BUSINESS. 06/1968, 8P. (STONE, MORRIS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: ARBITRATION, SMALL BUSINESS. RELEVANT TO INSTRUCTION IN: 14.08, 17.17, 04.
SOURCE: SBA, FREE.

OUTWITTING BAD CHECK-PASSERS. 05/1969, 8P. (KOLODNY, LEONARD)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: BAD CHECK-PASSERS, TYPES, IDENTIFICATION, POLICY. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

SWEEPING PROFIT OUT THE BACK DOOR. 07/1969, 6P. (KOMENDA, FRANK J.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PROFIT, LOSSES, IN-STORE PILFERAGE, PENNY STUFF, CONTROL. RELEVANT TO INSTRUCTION IN: 17.17, 04., 14.08.
SOURCE: SBA, FREE.

UNDERSTANDING TRUTH IN LENDING. 11/1969, 8P. (KASS, BENNY L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: TRUTH IN LENDING, LAW, CREDIT TERMS. RELEVANT TO INSTRUCTION IN: 04.04, 14.08, 14.01, 17.17.
SOURCE: SBA, FREE.

SIGNING FOR HIGHER PROFITS. 11/1970, 4P. (SLEIGHT, ROBERT B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: DESIGNING, HIGHER PROFITS, EQUIPMENT, WORK PLACES, METHODS. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

EPS IN MEETING YOUR TAX OBLIGATION. 04/1970, 12P. (RADICS, JR., STEPHEN P.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: TAX OBLIGATION, GUIDE, MANAGE TAXES. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

WORKER FATIGUE COSTING YOU DOLLARS. 11/1969, 4P. (BOSTICCO, I. L.M.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: WORKER FATIGUE, PRODUCTIVITY, ACCIDENTS, COST. RELEVANT TO INSTRUCTION IN: 14.08, 04., 17.17.
SOURCE: SBA, FREE.

INTERS ON DIMENSIONS AND TOLERANCES. 02/1969, 4P. (DEFEHER, JOSEPH)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: POINTERS, DIMENSIONS, TOLERANCES, PROTOTYPE, SIZE, SHAPE. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

E YOU USING YOUR SPACE EFFECTIVELY. 11/1970, 4P. (ANTHONY, EDWARD L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: USING, SPACE, EFFECTIVELY. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

NTROLLING QUALITY IN DEFENSE PRODUCTION. 09/1970, 4P. (INDERDOHNEN, JOHN F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: CONTROLLING QUALITY, DEFENSE PRODUCTION, INSPECTION PROCEDURES, REQUIREMENTS, WASTE. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

-PLANT STORAGE AND HANDLING OF HAZARDOUS MATERIALS. 11/1968, 4P. (SBA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: IN-PLANT STORAGE, HAZARDOUS MATERIALS, CHEMICALS, SAFEGUARDS, PROTECTIVE EQUIPMENT. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

SPECTION ON DEFENSE CONTRACTS IN SMALL FIRMS. 11/1967, 4P. (INDERDOHNEN, JOHN F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: INSPECTION, DEFENSE CONTRACTS, SMALL FIRMS. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

DGING YOUR ELECTRIC POWER NEEDS. 03/1970, 4P. (VENNARD, EDWIN)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: ELECTRIC POWER, NEEDS, SMALL MANUFACTURING PLANTS, WIRING. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

RT/CPM MANAGEMENT SYSTEM FOR THE SMALL SUBCONTRACTOR. 05/1970, 4P. (ARCHIBALD, RUSSELL D.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: PERT/CPM MANAGEMENT, SMALL SUBCONTRACTOR, PROFIT IMPROVEMENT. RELEVANT TO INSTRUCTION IN: 14.08, 04., 17.17.
SOURCE: SBA, FREE.

LUE ANALYSIS FOR SMALL BUSINESS. 05/1970, 4P. (ROMAN, DANIEL D.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: VALUE ANALYSIS, SMALL BUSINESS, REDUCE COSTS, PRINCIPLES. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

SMALL PLANT ENGINEERING RECORDS PROVIDE EVIDENCE FOR PATENTS. 10/1970, 4P. (GILSON, HIRA B.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. DOCUMENT CONTENTS INCLUDE: SMALL PLANT, ENGINEERING RECORDS, PATENTS, EVIDENCE. RELEVANT TO INSTRUCTION IN: 14.08, 14.01, 04., 17.17.
SOURCE: SBA, FREE.

OPERATIONS RESEARCH FOR SMALL BUSINESS. 12/1970, 4P. (HOSFORD, JOHN E.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. DOCUMENT CONTENTS INCLUDE: OPERATIONS RESEARCH, SMALL BUSINESS, DEFINES, CLARIFIES. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

A TESTED SYSTEM FOR ACHIEVING QUALITY CONTROL. 01/1969, 12P. (SBA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. DOCUMENT CONTENTS INCLUDE: QUALITY CONTROL, PRODUCTS, STANDARDS, REQUIRED. RELEVANT TO INSTRUCTION IN: 17.17, 14.08, 04.
SOURCE: SBA, FREE.

MARKETING RESEARCH PROCEDURES. 06/1970, 12P. (DEBOER, LLOYD M.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL DOCUMENT CONTENTS INCLUDE: MARKETING RESEARCH PROCEDURES, BIBLIOGRAPHY, RESEARCH. RELEVANT TO INSTRUCTION IN: 04.01, 14.08, 04.12.
SOURCE: SBA, FREE.

ADVERTISING - RETAIL STORE. 10/1966, 8P. (RICE, J. WADE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL DOCUMENT CONTENTS INCLUDE: ADVERTISING, RETAIL STORE, BIBLIOGRAPHY, INFORMATION. RELEVANT TO INSTRUCTION IN: 04.01, 14.08.
SOURCE: SBA, FREE.

VARIETY STORES. 05/1969, 8P. (HOLLANDER, JR., SIDNEY)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL DOCUMENT CONTENTS INCLUDE: VARIETY STORES, BIBLIOGRAPHY, RETAILING, LISTING. RELEVANT TO INSTRUCTION IN: 04.08, 14.08.
SOURCE: SBA, FREE.

FOOD STORES. 08/1970, 8P. (CHRISTENSEN, EDWARD L.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL DOCUMENT CONTENTS INCLUDE: FOOD STORES, BIBLIOGRAPHY, INFORMATION. RELEVANT TO INSTRUCTION IN: 04.06, 14.08.
SOURCE: SBA, FREE.

SUBURBAN SHOPPING CENTERS. 09/1970, 12P. (MYERS, ROBERT H.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL DOCUMENT CONTENTS INCLUDE: SHOPPING CENTERS, BIBLIOGRAPHY, INFORMATION. RELEVANT TO INSTRUCTION IN: 04.06, 14.08.
SOURCE: SBA, FREE.

NATIONAL MAILING-LIST HOUSES. 05/1970, 8P. (MILLICAN, RICHARD D.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL DOCUMENT CONTENTS INCLUDE: MAILING-LIST HOUSES, SUPPLY, ADVERTISING, BIBLIOGRAPHY. RELEVANT TO INSTRUCTION IN: 04.99, 14.08.
SOURCE: SBA, FREE.

STORE ARRANGEMENT AND DISPLAY. 02/1966, 8P. (JANEZECK, ELIZABETH G.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL DOCUMENT CONTENTS INCLUDE: STORE ARRANGEMENT, DISPLAY, INFORMATION, BIBLIOGRAPHY. RELEVANT TO INSTRUCTION IN: 04.01, 14.08.
SOURCE: SBA, FREE.

PERSONNEL MANAGEMENT. 09/1969, 12P. (LOEN, RAYMOND O.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL DOCUMENT CONTENTS INCLUDE: PERSONNEL MANAGEMENT, BIBLIOGRAPHY, INFORMATION. RELEVAN TO INSTRUCTION IN: 14.06, 17.17, 14.08.
SOURCE: SBA, FREE.

COMMON SENSE ABOUT MANAGING YOUR MANAGEMENT JOB. 1969, 28P. (VA, OFFICE OF PERSONNEL)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: MANAGEMENT. RELEVANT TO INSTRUCTION IN: 17.17, 14.08.
SOURCE: GPO, 5100-0022, $0.20.

COMMON SENSE ABOUT SUPERVISING PEOPLE - KEY POINTS IN PERSONNEL RELATIONS. 1965, 23P. (VA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: SUPERVISING PEOPLE, PERSONNEL RELATIONS. RELEVANT TO INSTRUCTION IN: 17.17, 14.08.
SOURCE: GPO, 5100-0023, $0.15.

RECOGNIZING AND SUPERVISING TROUBLED EMPLOYEES. 07/1967, 11P. (U.S. CIVIL SERVICE COMM., BUREAU OF POLICIES AND STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: RECOGNIZING, SUPERVISING, TROUBLED, EMPLOYEES, BEHAVIOR, RESPONSIBILITIES, EMOTIONAL, READJUST. RELEVANT TO INSTRUCTION IN: 14.08, 17.17.
SOURCE: GPO, 0600-0457, $0.15.

ADMINISTRATIVE ASSISTANTS: 14.0801

PROGRAMS CONCERNED WITH THE COORDINATING, EXPEDITING, AND FACILITATING FUNCTIONS OF THE OFFICE FOR AIDING THE EXECUTIVE, UNDER HIS DIRECTION AND IN A CONFIDENTIAL RELATIONSHIP, IN THE DISCHARGE OF HIS DUTIES AS RELATED TO PERSONNEL, THE BUDGET, RECORDS CONTROL, HOUSEKEEPING, CONDUCTING STUDIES AND ANALYSES, REVIEWING REPORTS, AND OTHER RESPONSIBILITIES. (SEE ALSO 14.0701 EXECUTIVE SECRETARY.)

STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS: A SUGGESTED CURRICULA GUIDE. 1967, 191P. (U.S. DEPT OF HEALTH, EDUCATION, AND WELFARE, OFFICE OF EDUCATION)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: STENOGRAPHIC, SECRETARIAL, JOB DESCRIPTIONS, PREREQUISITES, CURRICULA, OUTLINES, SYNOPSES, GUIDANCE, COUNSELING, GENERAL OFFICE EDUCATION, SPECIALIZED OFFICE EDUCATION, ADMINISTRATIVE OFFICE EDUCATION, WORK EXPERIENCE. RELEVANT TO INSTRUCTION IN: 14.07, 14.0801, 14.0803.
SOURCE: GPO, 1780-0439, $1.50.

CLERICAL AND OFFICE SUPERVISORS: 14.0803

PROGRAMS CONCERNED WITH SUPERVISORY OCCUPATIONS INVOLVING THE FACILITATING FUNCTION OF AN ORGANIZATION, RATHER THAN A SCIENTIFIC, TECHNICAL, OR ADMINISTRATIVE SPECIALTY.

STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS: A SUGGESTED CURRICULA GUIDE. 1967, 191P. (U.S. DEPT OF HEALTH, EDUCATION, AND WELFARE, OFFICE OF EDUCATION)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL.
DOCUMENT CONTENTS INCLUDE: STENOGRAPHIC, SECRETARIAL, JOB DESCRIPTIONS, PREREQUISITES, CURRICULA, OUTLINES, SYNOPSES, GUIDANCE, COUNSELING, GENERAL OFFICE EDUCATION, SPECIALIZED OFFICE EDUCATION, ADMINISTRATIVE OFFICE EDUCATION, WORK EXPERIENCE. RELEVANT TO INSTRUCTION IN: 14.07, 14.0801, 14.0803.
SOURCE: GPO, 1780-0439, $1.50.

PLANNED LEARNING ACTIVITIES WHICH INCLUDE A COMBINATION OF COURSES AND PRACTICAL EXPERIENCES CONCERNED WITH RECORDING DATA BY MEANS OF TYPEWRITERS AND SIMILAR DEVICES.

CLUDE HERE OTHER PLANNED LEARNING EXPERIENCES IN NEW OR EMERGING OFFICE OCCUPATIONS NOT STED OR CLASSIFIABLE IN ONE OF THE ABOVE CATEGORIES. (SPECIFY.)

INSTRUCTIONAL MATERIALS LISTED UNDER THIS MAJOR CATEGORY MAY HAVE GENERAL APPLICATION TO ANY OF THE SEVEN MAJOR AREAS OF VOCATIONAL EDUCATION AS DEFINED IN THE OFFICE OF EDUCATION CLASSIFICATION SYSTEM. THESE DOCUMENTS ARE CLASSIFIED INTO ONE OR MORE OF THE FOLLOWING: BASIC EDUCATION, RELATED EDUCATION, GUIDANCE AND COUNSELING, TEACHER EDUCATION, DISADVANTAGED/HANDICAPPED-INTERNAL AND DISADVANTAGED/HANDICAPPED-EXTERNAL.

INCLUDES MATERIALS ON AN INTRODUCTORY OR FUNDAMENTAL LEVEL. MATERIALS HAVE AN ELEMENTARY PRESENTATION GEARED TO ADULT EDUCATION.

MATHEMATICS, VOL. 1. 1966, 227P. (DEPT. OF NAVY, BUREAU OF NAVAL PERSONNEL)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: MATHEMATICS.
DOCUMENT CONTENTS INCLUDE: MATHEMATICS, NUMBER SYSTEMS, SETS, COMMON FRACTIONS, DECIMALS, PERCENTAGES, EXPONENTS, RADICALS, LOGARITHMS, SLIDE RULE, ALGEBRA, POLYNOMIALS, LINEAR EQUATIONS, RATIOS, COMPLEX NUMBERS, QUADRATIC EQUATIONS, GEOMETRIC CONSTRUCTIONS, TRIGONOMETRY, FORMULAS.
SOURCE: GPO, 0847-0082, $1.50.

NEW FLIGHTS IN READING. 1964, 173P. (DALE, EDGAR)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: READING.
DOCUMENT CONTENTS INCLUDE: READING, STORIES.
SOURCE: GPO, 0800-0063, $0.65.

ARITHMETIC FOR EVERYDAY LIFE. 1951, 71P. (US ARMED FORCES INSTITUTE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: MATHEMATICS.
DOCUMENT CONTENTS INCLUDE: ARITHMETIC.
SOURCE: GPO, 0800-0056, $0.35.

ARITHMETIC FOR EVERYDAY LIFE, LEVEL 6, TEXT. 135P. (BECKMANN, MILTON W.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: MATHEMATICS.
DOCUMENT CONTENTS INCLUDE: ARITHMETIC.
SOURCE: GPO, 0800-0059.

ARITHMETIC FOR EVERYDAY LIFE - PART 4: WORKBOOK. 1958, 90P. (BECKMANN, MILTON W.)
WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: MATHEMATICS.
DOCUMENT CONTENTS INCLUDE: ARITHMETIC.
SOURCE: GPO, 0800-0051, $0.50.

ARITHMETIC FOR EVERYDAY LIFE, PART 4: INSTRUCTOR'S GUIDE. 37P. (BECKMANN, MILTON W.)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: MATHEMATICS.
DOCUMENT CONTENTS INCLUDE: ARITHMETIC.
SOURCE: GPO, 0800-0136, $0.30.

READING INSTRUCTION IN THE ARMED FORCES: A TEACHING GUIDE. 151P. (HARDING, LOWRY W., BURR, JAMES B.)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: READING.
DOCUMENT CONTENTS INCLUDE: READING, INSTRUCTION.
SOURCE: GPO, 0800-0055.

STORIES FOR TODAY. 156P. (DALE, EDGAR)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: READING.
DOCUMENT CONTENTS INCLUDE: STORIES, READER.
SOURCE: GPO, 0800-0061, $0.45.

STUDY CARDS FOR USE WITH B 001, B 001.2, AND B 001.43. 157P. (US ARMY)
STUDY CARDS WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: READING.
DOCUMENT CONTENTS INCLUDE: STUDY CARDS.
SOURCE: GPO, PER SET, 0800-0064, $2.75.

ARITHMETIC FOR EVERYDAY LIFE, PART 5 - TEXTBOOK. 133P. (BECKMANN, MILTON W.)
STUDENT-ORIENTED TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: MATHEMATICS.
DOCUMENT CONTENTS INCLUDE: ARITHMETIC.
SOURCE: GPO, 0800-0058, $1.00.

ARITHMETIC FOR EVERYDAY LIFE, PART 5 - WORKBOOK. 1955, 94P. (BECKMANN, MILTON W.)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: MATHEMATICS.
DOCUMENT CONTENTS INCLUDE: ARITHMETIC.
SOURCE: GPO, 0800-0057, $1.00.

NAVY LIFE: READING AND WRITING FOR SUCCESS IN THE NAVY, BOOK 1. 1966, 129P. (BUREAU OF NAVAL PERSONNEL, TRAINING DIVISION.)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: READING, WRITING. DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: READING, WRITING.
SOURCE: GPO, 0847-0115, $0.75.

NAVY LIFE: READING AND WRITING FOR SUCCESS IN THE NAVY BOOK 2. 1966, 146P. (U.S. NAVY, BUREAU OF NAVAL PERSONNEL, TRAINING DIVISION)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: READING, WRITING.
DOCUMENT CONTENTS INCLUDE: READING, WRITING.
SOURCE: GPO, 0847-0115, $1.00.

ENGLISH AND STATE GOVERNMENT, SECTION 3 FOR THE HELPER. 1969, 76P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: READING.
DOCUMENT CONTENTS INCLUDE: ENGLISH, STATE GOVERNMENT.
SOURCE: GPO, 2702-0017, $0.75.

ENGLISH, HOME AND COMMUNITY LIFE: SECTION 1 FOR THE HELPER. 1971, 56P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: READING.
DOCUMENT CONTENTS INCLUDE: ENGLISH, HOME, COMMUNITY LIFE.
SOURCE: GPO, 2702-0019, $0.60.

INCLUDES BASIC MATERIALS ON A SECONDARY OR POST-SECONDARY LEVEL APPLICABLE TO A BROAD SPECTRUM OF VOCATIONAL-TECHNICAL EDUCATION.

MATHEMATICS, VOL. 3. 1969, 181P. (DEPT. OF NAVY, BUREAU OF NAVAL PERSONNEL)
STUDENT-ORIENTED TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: MATHEMATICS, SEQUENCE, SERIES, INDUCTION, BINOMIAL THEOREM, DESCRIPTIVE STATISTICS, STATISTICAL INFERENCE, NUMBER SYSTEMS, SUBSETS, BOOLEAN ALGEBRA, MATRICES, DETERMINANTS, SETS.
SOURCE: GPO, 0847-0084, $1.75.

MATHEMATICS, VOL. 2. 1968, 273P. (DEPT. OF NAVY, BUREAU OF NAVAL PERSONNEL)
STUDENT-ORIENTED TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: MATHEMATICS, LOGARITHMS, TRIGONOMETRY, OBLIQUE TRIANGLES, VECTORS, STATIC EQUILIBRIUM, EQUATIONS, STRAIGHT LINES, CONIC SECTIONS, TANGENTS, NORMALS, SLOPES, LIMITS, DIFFERENTIATION, DERIVATIVES, INTEGRATION, PERMUTATIONS, PROBABILITY.
SOURCE: GPO, 0847-0083, $1.75.

FUNDAMENTALS OF ELECTRONICS, VOL. 1A, BASIC ELECTRICITY, DIRECT CURRENT. 1968, 147P. (DEPT. OF NAVY, BUREAU OF NAVAL PERSONNEL)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: BASIC ELECTRICITY, ELECTROSTATICS, MAGNETISM, VOLTAGE, CURRENT, RESISTANCE, DC CIRCUITS.
SOURCE: GPO, 0847-0097, $1.50.

FUNDAMENTALS OF ELECTRONICS, VOL. 1B, BASIC ELECTRICITY, ALTERNATING CURRENT. 1968, 357P. (DEPT. OF NAVY, BUREAU OF NAVAL PERSONNEL)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: BASIC ELECTRICITY, ALTERNATING CURRENT, INDUCTANCE, CAPACITANCE, SERIES CIRCUITS, RESONANCE, PARALLEL CIRCUITS, NETWORK ANALYSIS, MEASURING DEVICES.
SOURCE: GPO, 0847-0098, $2.00.

BASIC ELECTRONICS. 1968, 538P. (DEPT. OF NAVY, BUREAU OF NAVAL PERSONNEL)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: BASIC ELECTRONICS, ELECTRON TUBE, SEMICONDUCTORS, POWER SUPPLIES, TUNED CIRCUITS, AMPLIFIERS, OSCILLATORS, MODULATION, DEMODULATION, TRANSMITTERS, TRANSMISSION LINES, ANTENNAS, PROPAGATION, RECEIVERS, COMPUTERS, TEST EQUIPMENT, TRAINING FILM LIST, GLOSSARY, COLOR CODING, SYMBOLS, DEFINITIONS.
SOURCE: GPO, 0847-0134, $4.00.

BASIC ELECTRICITY. 1969, 490P. (DEPT. OF NAVY, BUREAU OF NAVAL PERSONNEL)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: BASIC ELECTRICITY, SAFETY, BATTERIES, DC CIRCUITS, CONDUCTORS, WIRING TECHNIQUES, ELECTROMAGNETISM, ALTERNATING-CURRENT, INDUCTANCE, CAPACITANCE, REACTANCE, PROTECTIVE DEVICES, CONTROL DEVICES, INDICATING INSTRUMENTS, GENERATORS, TRANSFORMERS, MOTORS, MAGNETIC AMPLIFIERS, SYNCHROS, SERVOMECHANISMS, ABBREVIATIONS, SYMBOLS, TERMS, COLOR CODE, FORMULAS, TRIGONOMETRIC FUNCTIONS, NETWORK ANALYSIS.
SOURCE: GPO, 0847-0069, $4.25.

STATISTICAL BULLETIN. 05/1971, 25P. (SECURITIES AND EXCHANGE COMMISSION)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: STATISTICAL, SECURITIES, STOCK.
SOURCE: GPO, SINGLE COPY, $0.15. GPO, ANNUAL SUBSCRIPTION, $1.50.

STYLE MANUAL. 01/1967, 286P. (GOVERNMENT PRINTING OFFICE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: STYLE MANUAL.
SOURCE: GPO, REGULAR EDITION, $3.00. GPO, ABRIDGED EDITION, $1.50.

STATISTICAL REPORTER. (EXECUTIVE OFFICE OF THE PRESIDENT, BUDGET BUREAU)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: STATISTICAL, DEVELOPMENTS, FEDERAL.
SOURCE: GPO, SINGLE COPY, $0.20. GPO, ANNUAL SUBSCRIPTION, $2.00.

DEVELOPMENT DIGEST. (US DEPT. OF STATE, INTERNATIONAL DEVELOPMENT AGENCY)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: SUMMARIES, ECONOMIC, SOCIAL.
SOURCE: GPO, SINGLE COPY, $0.75. GPO, ANNUAL SUBSCRIPTION, $3.00.

FLUID POWER. 1966, 234P. (DEPT. OF NAVY, BUREAU OF NAVAL PERSONNEL)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: FLUID POWER, PHYSICS OF FLUIDS, HYDRAULIC FLUIDS, PNEUMATIC FLUIDS, RESERVOIRS, STRAINERS, FILTERS, ACCUMULATORS, PUMPS, COMPRESSORS, CONTROL, MEASUREMENT, VALVES, ACTUATORS, SYSTEMS, GLOSSARY, FILM LIST.
SOURCE: GPO, 0847-0072, $1.50.

INTRODUCTORY SOCIAL STUDIES - TEXTBOOK. 1962, 356P. (MEEHAN, EUGENE J.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SOCIAL STUDIES.
DOCUMENT CONTENTS INCLUDE: SOCIAL STUDIES, WESTERN CIVILIZATION, AMERICAN COLONIES, U.S., GOVERNMENT, CIVIL WAR, RECONSTRUCTION, ECONOMIC, OVERSEAS, EXPANSION, WORLD WAR I, FAR EAST, WORLD WAR II, POSTWAR.
SOURCE: GPO, PER SET, 0800-0134, $2.25.

INTRODUCTORY SOCIAL STUDIES - EXERCISE BOOK. 1961, 500P. (BAUER, JOSEPHINE)
WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SOCIAL STUDIES.
DOCUMENT CONTENTS INCLUDE: WESTERN CIVILIZATION, AMERICAN COLONIES, GOVERNMENT, GROWTH, CIVIL WAR, RECONSTRUCTION, ECONOMIC, EXPANSION, WORLD WAR I, FAR EAST, WORLD WAR II, POSTWAR.
SOURCE: GPO, 0800-0053, $2.25.

HAVING THE POWER, WE HAVE THE DUTY. 29/06/1966, 148P. (HEW, WELFARE DEPT.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: MINIMUM STANDARD, PUBLIC ASSISTANCE, ELIGIBILITY, WELFARE, SOCIAL INSURANCE, MANPOWER, RESEARCH, ACTIVITIES.
SOURCE: GPO, 1760-0003, $1.00.

WORK STATEMENT PREPARATION. 1/02/1968, 345P. (USAF)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: WORK STATEMENT, PREPARATION, WORK, BASE PROCUREMENT, RESEARCH, TECHNOLOGY, ENGINEERING, CONTRACT DEFINITION, SYSTEM ACQUISITION, MODEL ANNEXES, CONCEPTUAL PHASE.
SOURCE: GPO, 0870-0084, $2.00.

ENGLISH AS A COMMUNICATION SKILL. 1965, 717P. (BAUER, JOSEPHINE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ENGLISH, COMMUNICATION, SKILL, WRITING, SPELLING.
SOURCE: GPO, 0800-0050, $2.25.

INTRODUCTORY SOCIAL STUDIES, ENGLISH AS A COMMUNICATION, INTRODUCTORY SCIENCE. 219P. (BAUER, JOSEPHINE)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: INTRODUCTORY, SOCIAL STUDIES, ENGLISH, COMMUNICATION, SCIENCE.
SOURCE: GPO, 0800-0053.

BASIC PLANNING GUIDE FOR VOCATIONAL AND TECHNICAL EDUCATION FACILITIES. 1965, 32P. (CHASE, WILLIAM W., BROWNE, JOHNNY W., RUSSO, MICHAEL)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: PLANNING GUIDE, FACILITIES, AREA NEEDS, CONSULTANT SERVICES, EDUCATIONAL SPECIFICATIONS, PLANNING SUGGESTIONS, CAPITAL OUTLAY, GLOSSARY.
SOURCE: GPO, 1780-0406, $0.20.

SAFETY IN YOUR FUTURE: A SAFETY GUIDE FOR PRE-EMPLOYMENT TRAINING. 1966, 24P. (HEW, OFFICE OF EDUCATION U.S. DEPT. OF LABOR, BUREAU OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. QUIZES ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFETY, PREPARATION, OCCUPATIONAL INSTRUCTORS, COURSE GUIDE, LESSON PLANS, HANDOUT SHEETS.
SOURCE: GPO, 1780-0432, $0.15.

PRETECHNICAL POST HIGH SCHOOL PROGRAMS: A SUGGESTED GUIDE. 1967, 67P. (HEW, OFFICE OF EDUCATION)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: PRETECHNICAL, POST HIGH SCHOOL, PREREQUISITES, PROGRAM PLANS, FACILITIES, COST, COURSE OUTLINES, AUDIOVISUAL MATERIALS.
SOURCE: GPO, 1780-0411, $0.45.

OFFICE OF EDUCATION 1968 PUBLICATIONS OE-11000-68. 02/1969, 18P. (HEW, OFFICE OF EDUCATION OE-11000-68)
CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: OFFICE OF EDUCATION, PUBLICATIONS, ELEMENTARY EDUCATION, SECONDARY EDUCATION, HIGHER EDUCATION, VOCATIONAL EDUCATION.
SOURCE: GPO, 1780-0082, $0.40. USOE, SINGLE COPY, FREE.

U.S. OFFICE OF EDUCATION PUBLICATIONS ISSUED FROM JANUARY 1 - JUNE 30, 1969 OE-11000-69-1. 08/1969, 12P. (HEW, OFFICE OF EDUCATION OE-11000-69-1)
CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: U.S. OFFICE OF EDUCATION, PUBLICATIONS, HANDICAPPED, RESEARCH, STATISTICS, TEACHER EDUCATION, VOCATIONAL EDUCATION.
SOURCE: GPO, 1780-0082, $0.30. USOE, SINGLE COPY, FREE.

PUBLICATIONS OF THE OFFICE OF EDUCATION 1970 OE-11000F. 1970, 80P. (HEW, OFFICE OF EDUCATION OE-11000F)
CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: PUBLICATIONS, OFFICE OF EDUCATION, ELEMENTARY EDUCATION, SECONDARY EDUCATION, HIGHER EDUCATION, VOCATIONAL EDUCATION.
SOURCE: GPO, 1780-0082, $0.40. USOE, SINGLE COPY, FREE.

EDUCATION DIRECTORY - STATE GOVERNMENTS 1969-1970 OE20004-70. 12/1969, 163P. (HEW, OFFICE OF EDUCATION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EDUCATION DIRECTORY, STATE GOVERNMENTS.
SOURCE: GPO, 1780-0646, $1.00.

REFERENCE TOOLS 1968-1969: A BIBLIOGRAPHY BASED ON THE ACQUISITIONS OF THE EDUCATIONAL MATERIALS CENTER FROM JANUARY 1968 THROUGH JULY 1969 OE-10063. 1969, 5P. (HEW, OFFICE OF EDUCATION)
TEACHER-ORIENTED REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: REFERENCE TOOLS, EDUCATIONAL MATERIALS, ENCYCLOPEDIAS, HANDBOOKS, ATLASES, YEARBOOKS, BIBLIOGRAPHIES, PERIODICALS, DICTIONARIES.
SOURCE: GPO, 1780-0080, $0.25. USOE, SINGLE COPY, FREE.

INTRODUCTORY SCIENCE - TEXTBOOK. 1966, 979P. (MEEHAN, EUGENE J.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SCIENCE.
DOCUMENT CONTENTS INCLUDE: INTRODUCTORY, SCIENCE, LAWS, GALAXIES, SUN, SOLIDS, LIQUIDS, GASES, ROCKS, MINERALS, EARTH, WEATHER, ANIMALS, ENERGY, FORCE, MOTION, HEAT, ELECTRICITY, ATOMIC, CHEMISTRY, SPACE.
SOURCE: GPO, 0800-0046, $2.25.

SOURCES OF UNITED STATES GOVERNMENT FILMS AND AUDIOVISUAL MATERIALS NACI/E007. 1970, 20P. (NATIONAL AUDIOVISUAL CENTER, NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION)
TEACHER-ORIENTED CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: U.S. GOVT. FILM SOURCES, AUDIOVISUAL FILMS.
SOURCE: NAC.

FACT FINDER FOR THE NATION. 03/1965, 58P. (U.S. DEPT. OF COMMERCE, BUREAU OF CENSUS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: FACTS, CENSUS BUREAU, NATIONWIDE CENSUS, STATISTICS, SERVICES.
SOURCE: GPO, 0301-0003, $0.65.

BUREAU OF THE CENSUS CATALOG - 1969. 03/1970, 174P. (U.S. DEPT. OF COMMERCE, BUREAU OF THE CENSUS)
CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: BUREAU OF THE CENSUS CATALOG, PUBLICATIONS.
SOURCE: GPO, $0.75. GPO, YR. SUBSCRIPTION, $3.00.

83RD ANNUAL REPORT OF THE INTERSTATE COMMERCE COMMISSION, FISCAL YEAR ENDED JUNE 30, 1969. 1969, 162P. (INTERSTATE COMMERCE COMMISSION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ANNUAL REPORT, INTERSTATE COMMERCE COMMISSION, PASSENGER SERVICE, UNIFICATIONS, FREIGHT RATES, OPERATING RIGHTS, FINANCE.
SOURCE: GPO, $1.00.

BUREAU OF THE CENSUS CATALOG - JANUARY-JUNE 1970. 08/1970, 161P. (U.S. DEPT. OF COMMERCE, BUREAU OF THE CENSUS)
CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: BUREAU OF THE CENSUS CATALOG, PUBLICATIONS.
SOURCE: GPO, YR. SUBSCRIPTION, $3.00. GPO, SINGLE COPY, $1.25.

PROGRAMMED INSTRUCTION: A BRIEF OF ITS DEVELOPMENT AND CURRENT STATUS - TRAINING SYSTEMS AND TECHNOLOGY SERIES: NO. III. 05/1970, 52P. (U.S. CIVIL SERVICE COMM., BUREAU OF TRAINING)
TEACHER-ORIENTED REFERENCE BOOK WHICH MAY BE USED AS PROGRAMMED INSTRUCTION, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: PROGRAMMED INSTRUCTION, CURRENT STATUS, DEVELOPMENT, LINEAR, BRANCHING, EXHIBITS.
SOURCE: GPO, 0600-0517, $0.55.

DIGEST OF EDUCATIONAL STATISTICS - 1969 OE-10024-69. 09/1969, 128P. (SIMON, KENNETH A., GRANT, W. VANCE)
TEACHER-ORIENTED REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- -RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EDUCATIONAL STATISTICS, ELEMENTARY EDUCATION, SECONDARY EDUCATION, HIGHER EDUCATION.
SOURCE: GPO, 1780-0718, $1.25.

COMMERCE BUSINESS DAILY. (U.S. DEPT. OF COMMERCE, OFF. OF BUSINESS SERVICES.)
DAILY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: COMMERCE, BUSINESS, SUBCONTRACT, PROCUREMENT.
SOURCE: GPO, SINGLE COPY, $0.75. GPO, ANNUAL SUBSCRIPTION, $25.00.

RULES FOR THESAURUS PREPARATION OE-12047. 09/1969, 20P. (ERIC, U. S. OFFICE OF EDUCATION (PET) HEW, OFFICE OF EDUCATION/BUREAU OF RESEARCH)
TEACHER-ORIENTED REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: THESAURUS PREPARATION, RULES, DESCRIPTOR GROUP GUIDELINES, IDENTIFIER GUIDELINES.
SOURCE: GPO, 1780-0109, $0.20.

STORIES WORTH KNOWING. 190P. (DALE, EDGAR)
STUDENT-ORIENTED TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: STORIES, READER.
SOURCE: GPO, 0800-0062, $0.70.

FACT SHEETS. 1970, 38P. (U.S. DEPT. OF JUSTICE, BUREAU OF NARCOTICS AND DANGEROUS DRUGS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, DRUGS.
DOCUMENT CONTENTS INCLUDE: FACT SHEETS, NARCOTICS, DRUGS, FILMS.
SOURCE: GPO, $0.50.

GUIDELINES FOR DRUG ABUSE PREVENTION EDUCATION. 6/04/1970, 81P. (BUREAU OF NARCOTICS AND DANGEROUS DRUGS, OFFICE OF SCIENCE AND DRUG ABUSE PREVENTION CONCERNED BUSINESS COMMITTEE OF PHOENIX, ARIZONA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON AN ELEMENTARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, DRUG.
DOCUMENT CONTENTS INCLUDE: DRUG ABUSE PREVENTION, PHILOSOPHIES, OBJECTIVES, COURSES OF STUDY.
SOURCE: GPO, 2704-0016, $0.75. DAP.

DRUG DEPENDENCE: ITS SIGNIFICANCE AND CHARACTERISTICS. 1965, 13P. (EDDY, NATHAN B., HALBACH, H., ISBELL, HARRIS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, DRUGS.
DOCUMENT CONTENTS INCLUDE: DRUG DEPENDENCE, CHARACTERISTICS.
SOURCE: DAP.

EXTENT OF ILLICIT DRUG USE IN THE UNITED STATES. 06/1969, 12P. (BERG, DOROTHY F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, DRUG.
DOCUMENT CONTENTS INCLUDE: ILLICIT DRUG USE.
SOURCE: DAP.

EXTENT OF ILLICIT DRUG USE: A COMPILATION OF STUDIES, SURVEYS, AND POLLS. 05/1969, 38P. (BERG, DOROTHY F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, DRUGS.
DOCUMENT CONTENTS INCLUDE: ILLICIT DRUG USE, STUDIES, SURVEYS, POLLS.
SOURCE: DAP.

A FEDERAL SOURCE BOOK: ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS ABOUT DRUG ABUSE. 11/03/1970, 29P. (NATIONAL CLEARINGHOUSE FOR DRUG ABUSE INFORMATION DEPTS. OF DEFENSE, HEW, JUSTICE, LABOR OFFICE OF ECONOMIC OPPORTUNITY)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, DRUGS.
DOCUMENT CONTENTS INCLUDE: DRUG ABUSE QUESTIONS.
SOURCE: GPO, 4110-0011, $0.25. NCDA.

FROM SCHOOL TO WORK: FEDERAL SERVICES TO HELP COMMUNITIES PLAN WITH YOUTH. 1967, 43P. (USDA, FEDERAL EXTENSION SERVICE)
STUDENT-ORIENTED REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: FEDERAL SERVICES, YOUTH.
SOURCE: GPO, 0100-0496, $0.20.

CONGRESSIONAL RECORD. (CONGRESSIONAL RECORD)
DAILY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: DEBATES, PROCEEDINGS, OPEN SESSIONS, CONGRESS.
SOURCE: GPO, SINGLE COPY, $0.25. GPO, MONTHLY SUBSCRIPTION, $3.75. GPO, ANNUAL SUBSCRIPTION, $45.00.

MAKING POSTERS, FLASHCARDS, AND CHARTS FOR EXTENSION TEACHING. 06/1968, 18P. (POWER, GERTRUDE LENORE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. TEACHER EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: POSTERS, FLASHCARDS, CHARTS.
SOURCE: GPO, 0100-0430, $0.15.

POISON IVY, POISON OAK, AND POISON SUMAC. 01/1971, 16P. (CROOKS, DONALD M., KLINGMAN, DAYTON L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: POISON IVY, POISON OAK, POISON SUMAC, IDENTIFICATION, PRECAUTIONS, ERADICATION.
SOURCE: GPO, 0100-1028, $0.10.

SAFE USE AND STORAGE OF FLAMMABLE LIQUIDS AND GASES ON THE FARM. 06/1968, 12P. (TIMMINS, JR., MERRILL S.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SAFETY.
DOCUMENT CONTENTS INCLUDE: USE, STORAGE, FLAMMABLE LIQUIDS, GASES.
SOURCE: GPO, 0100-0047, $0.10.

MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS. (GOVERNMENT PRINTING OFFICE)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: CATALOG, PUBLICATIONS, AGENCIES.
SOURCE: GPO, SINGLE COPY, $0.75. GPO, ANNUAL SUBSCRIPTION, $7.00.

SURVEY OF CURRENT BUSINESS. (US DEPT. OF COMMERCE, OFFICE OF BUSINESS ECONOMICS.)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: SURVEY, CURRENT BUSINESS, TRENDS, OUTLOOK.
SOURCE: GPO, SINGLE COPY, $1.00. GPO, ANNUAL SUBSCRIPTION, $9.00.

USAF INSTRUCTORS' JOURNAL. (USAF)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: INSTRUCTORS, INSTRUCTION, COUNSELING.
SOURCE: GPO, SINGLE COPY, $0.40. GPO, ANNUAL SUBSCRIPTION, $1.50.

DROWNPROOFING CAN SAVE YOUR LIFE. 12/1966, 4P. (USDA, FEDERAL EXTENSION SERVICE, PA-777)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SAFETY.
DOCUMENT CONTENTS INCLUDE: DROWNPROOFING, NATURAL BUOYANCY, CONTROLLED BREATHING, FLOAT, SWIMMING.
SOURCE: GPO, 0100-0556, $0.05.

THE EFFECTS OF TAXES AND PUBLIC FINANCING PROGRAMS ON LOCAL INDUSTRIAL DEVELOPMENT....A SURVEY OF THE LITERATURE. 05/1968, 24P. (STINSON, THOMAS F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EFFECTS, TAXES, PUBLIC FINANCING, SURVEYS.
SOURCE: GPO, 0119-0055, $0.20.

FINANCING INDUSTRIAL DEVELOPMENT THROUGH STATE AND LOCAL GOVERNMENTS. 11/1968, 14P. (STINSON, THOMAS F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: FINANCING, INDUSTRIAL DEVELOPMENT, LOCAL GOVERNMENT, BOND ISSUES, LOAN GUARANTEE.
SOURCE: GPO, 0119-0051, $0.15.

ECONOMIC DEVELOPMENT. (U.S. DEPT. OF COMMERCE, ECONOMIC DEVELOPMENT ADMIN.)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: COMMUNICATIONS, FEDERAL, LOCAL.
SOURCE: GPO, ANNUAL SUBSCRIPTION, $1.00.

THE WHY AND HOW OF RURAL ZONING. AGRIC. INFORMATION BULLETIN NO. 196. 08/1967, 58P. (SOLBERG, ERLING D.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: RURAL ZONING, PLAN, TOOLS, TYPES.
SOURCE: GPO, 0100-0628, $0.40.

FIRST AID FOR FLOODED HOMES AND FARMS. AG. HANDBOOK NO. 38. 12/1970, 31P. (USDA)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (FIRST AID).
DOCUMENT CONTENTS INCLUDE: FIRST AID, FLOODED HOMES, FLOODED FARMS, FOODS, CLOTHING, INSECT CONTROL, RODENT CONTROL, PRECAUTIONS, REHABILITATION STEPS.
SOURCE: GPO, 0100-0758, $0.25.

TECHNICAL BOOKS AND MONOGRAPHS. 01/1971, 111P. (USAEC, DIV. OF TECHNICAL INFORMATION).
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: TECHNICAL BOOKS, MONOGRAPHS, BIOLOGY, MEDICINE, CHEMISTRY, COMPUTERS, ENGINEERING, ENVIRONMENT, HEALTH PHYSICS, METALLURGY, PHYSICS.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

STATE PUBLICATIONS MONTHLY CHECKLIST. (LIBRARY OF CONGRESS, EXCHANGE AND GIFT DIVISION.)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: DOCUMENTS, FEDERAL, STATE PUBLICATIONS.
SOURCE: GPO, SINGLE COPIES VARY IN PRICE, GPO, ANNUAL SUBSCRIPTION, $8.00.

SCIENCE INFORMATION AVAILABLE FROM THE ATOMIC ENERGY COMMISSION. 01/1971, 28P. (USAEC, DIV. OF TECH. INFORMATION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SCIENCE.
DOCUMENT CONTENTS INCLUDE: INFORMATION, PUBLICATIONS, REFERENCE TOOLS, FILMS, EXHIBITS, DEMONSTRATIONS.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

QUARTERLY JOURNAL OF THE LIBRARY OF CONGRESS. (LIBRARY OF CONGRESS)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ACQUISITIONS, LIBRARY OF CONGRESS.
SOURCE: GPO, SINGLE COPIES VARY IN PRICE, GPO, ANNUAL SUBSCRIPTION, $3.50.

SCIENCE, MAN AND CHANGE - SPEECHES BY DR. GLENN T. SEABORG, CHAIRMAN, USAEC. 07/1968, 107P. (SEABORG, GLENN T.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPEECHES ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SCIENCE.
DOCUMENT CONTENTS INCLUDE: SCIENCE, SPEECHES.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

HUD NEWSLETTER. (HUD, OFF. OF PUBLIC AFFAIRS.)
WEEKLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NEWSLETTER, DEVELOPMENTS, HOUSING, URBAN AFFAIRS, SOCIAL WELFARE.
SOURCE: GPO, ANNUAL SUBSCRIPTION, $1.50.

DIRECTORY OF USAEC SPECIALIZED INFORMATION AND DATA CENTERS. 10/1968, 28P. (USAEC, DIV. OF TECH. INFORMATION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: DIRECTORY, USAEC INFORMATION AND DATA CENTERS.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

SCIENCE TEACHERS HANDBOOK. 118P. (USAEC, DIV. OF TECH. INFORMATION)
TEACHER-ORIENTED REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SCIENCE.
DOCUMENT CONTENTS INCLUDE: SCIENCE, MATH, ELECTRICITY, TRANSISTORS, ATOMIC STRUCTURE, CHEMISTRY, RADIOACTIVITY, FISSION, FUSION, BIOLOGY, RADIOASTRONOMY, ROCKETS, SATELLITES, DEMONSTRATIONS.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

NATURE'S INVISIBLE RAYS. 1970, 44P. (KASTNER, JACOB)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: INVISIBLE RAYS, HARM, EXPERIMENTS.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

SCIENCE, TECHNOLOGY AND THE CITIZEN. 09/1969, 16P. (SEABORG, GLENN T.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: SCIENCE, TECHNOLOGY, CITIZEN.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

AMERICAN EDUCATION. (HEW, OFFICE OF EDUCATION)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. TEACHER EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EDUCATION, RESEARCH, LEGISLATION, FINANCE.
SOURCE: GPO, SINGLE COPY, $0.50. GPO, ANNUAL SUBSCRIPTION, $4.50.

HUD CHALLENGE. (HUD)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: INNOVATIONS, MANAGEMENT, POLICIES, PROJECTS.
SOURCE: GPO, SINGLE COPY, $0.50. GPO, YR. SUBSCRIPTION, $6.00.

YOU'RE ON CAMERA. . .IN COLOR - A TELEVISION HANDBOOK FOR EXTENSION WORKERS. 10/1969, 21P. (TONKIN, JOE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: CAMERA, COLOR, MAKEUP, ORGANIZATION, PERFORMANCE, PROMOTION, MANAGEMENT, GLOSSARY.
SOURCE: GPO, 0100-0610, $0.45.

STANDARD TIME IN THE UNITED STATES. 07/1970, 27P. (US DEPT. OF TRANSPORTATION)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: STANDARD TIME, UNITED STATES, DAYLIGHT SAVING TIME, HISTORY, LAWS.
SOURCE: GPO, 5000-0024, $0.35.

QUEST FOR QUALITY , USDI CONSERVATION YEARBOOK. 1965, 96P. (U.S. DEPT. OF THE INTERIOR)
PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: CONSERVATION, PUBLIC LANDS, NATURAL RESOURCES.
SOURCE: GPO, 2400-0022, $1.00.

THE POPULATION CHALLENGE....WHAT IT MEANS TO AMERICA. 1966, 80P. (U.S. DEPT. OF THE INTERIOR, CONSERVATION YEARBOOK NO. 2)
PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: POPULATION CHALLENGE, NATURAL RESOURCES, ENVIRONMENT, CONSERVATION.
SOURCE: GPO, 2400-0444, $2.00.

THE THIRD WAVE - AMERICA'S NEW CONSERVATION. 1966, 128P. (U.S. DEPT. OF THE INTERIOR, CONSERVATION YEARBOOK NO. 3)
PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NATURAL RESOURCES, ENVIRONMENT, POPULATION, CONSERVATION.
SOURCE: GPO, 2400-0445, $2.00.

MAN...AN ENDANGERED SPECIES. 1968, 100P. (U.S. DEPT. OF THE INTERIOR, CONSERVATION YEARBOOK NO. 4)
PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: POPULATION, ENVIRONMENT, CONSERVATION, NATURAL RESOURCES.
SOURCE: GPO, 2400-0446, $2.00.

RIVER OF LIFE, WATER: THE ENVIRONMENTAL CHALLENGE. 1970, 96P. (U.S. DEPT. OF THE INTERIOR, CONSERVATION YEARBOOK NO. 6)
PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: WATER, ENVIRONMENTAL, HYDROLOGIC CYCLE, QUALITY, PEOPLE, WILDLIFE.
SOURCE: GPO, 2400-0537, $2.00.

NATURAL RESOURCES OF MONTANA. 1964, 68P. (U.S. DEPT. OF THE INTERIOR)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NATURAL RESOURCES, MONTANA.
SOURCE: GPO, 2400-0425, $0.50.

NATURAL RESOURCES OF WASHINGTON. 1963, 70P. (U.S. DEPT. OF THE INTERIOR)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NATURAL RESOURCES, WASHINGTON.
SOURCE: GPO, 2400-0436, $1.00.

NATURAL RESOURCES OF IDAHO. 1965, 72P. (U.S. DEPT. OF THE INTERIOR)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NATURAL RESOURCES, IDAHO.
SOURCE: GPO, 2400-0420, $0.50.

NATURAL RESOURCES OF OREGON. 1964, 68P. (U.S. DEPT. OF THE INTERIOR)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NATURAL RESOURCES, OREGON.
SOURCE: GPO, 2400-0431, $0.50.

NATURAL RESOURCES OF ALASKA. 1966, 76P. (U.S. DEPT. OF THE INTERIOR)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NATURAL RESOURCES, ALASKA.
SOURCE: GPO, 2400-0416, $0.65.

ROAD MAP FOR FORM 1040 (1970) - VOLUNTEER INCOME TAX ASSISTANCE. 10/1970, 7P. (U.S. DEPT. OF THE TREASURY, IRS)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: FORM 1040, INCOME TAX, ASSISTANCE.
SOURCE: TAXES, FREE.

COURSE BOOK - VOLUNTEER INCOME TAX ASSISTANCE. 12/1970, 66P. (U.S. DEPT. OF THE TREASURY, IRS)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: INCOME TAX, ASSISTANCE.
SOURCE: TAXES, FREE.

CHARTS - VOLUNTEER INCOME TAX ASSISTANCE. 12/1970, 30P. (U.S. DEPT. OF THE TREASURY, IRS)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: INCOME TAX, ASSISTANCE.
SOURCE: TAXES, FREE.

STUDENT'S HANDBOOK - TEACHING BUSINESS TAXES. 01/1971, 102P. (U.S. DEPT. OF THE TREASURY, IRS)
STUDENT-ORIENTED TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: TEACHING, BUSINESS TAXES.
SOURCE: TAXES, FREE.

TEACHING BUSINESS TAXES - TEACHER'S MANUAL. 01/1971, 91P. (U.S. DEPT. OF THE TREASURY, IRS)
TEACHER-ORIENTED TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: TEACHING, BUSINESS TAXES.
SOURCE: TAXES, FREE.

UNDERSTANDING TAXES, FARM EDITION, TEACHING TAXES PROGRAM, 1971 EDITION. 1971, 40P. (U.S. DEPT. OF THE TREASURY, IRS, PUBLICATION 22)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: FARM, TEACHING, TAXES.
SOURCE: TAXES, FREE.

UNDERSTANDING TAXES, TEACHING TAXES PROGRAM, 1971 ED. 1971, 32P. (U.S. DEPT. OF THE TREASURY, IRS, PUBLICATION 21)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: TEACHING, TAXES.
SOURCE: TAXES, FREE.

FEDERAL STATISTICAL DIRECTORY, TWENTY-SECOND EDITION, 1970. 1970, 314P. (EXEC. OFFICE OF THE PRESIDENT/OFFICE OF MANAGEMENT AND BUDGET)
DIRECTORY WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: FEDERAL STATISTIC.
SOURCE: GPO, 4101-0023, $1.50.

POLICIES FOR AMERICAN ECONOMIC PROGRESS IN THE SEVENTIES - THE REPORT OF THE PRESIDENT'S TASK FORCE ON ECONOMIC GROWTH. 05/1970, 49P. (OFFICE OF THE PRESIDENT)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: POLICIES, AMERICAN, ECONOMIC.
SOURCE: GPO, 4000-0198, $0.35.

METROPOLITAN AREA STATISTICS - A REPRINT FROM STATISTICAL ABSTRACT OF THE U. S., 1970. 09/1970, 65P. (U.S. DEPT. OF COMMERCE, BUREAU OF THE CENSUS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: METROPOLITAN, STATISTICS.
SOURCE: GPO, 0301-2274, $0.35.

STANDARD METROPOLITAN STATISTICAL AREAS. 1967, 56P. (EXEC. OFFICE OF THE PRESIDENT/BUREAU OF THE BUDGET)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: METROPOLITAN, STATISTICAL AREAS.
SOURCE: GPO, 4101-0004, $0.30.

STATISTICAL SERVICES OF THE U. S. GOVERNMENT. 1968, 156P. (EXECUTIVE OFFICE OF THE PRESIDENT/BUREAU OF THE BUDGET, OFFICE OF STATISTICAL STANDARDS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: STATISTICAL SERVICES, U.S., GOVERNMENT.
SOURCE: GPO, 4101-0006, $1.50.

NASA STANDARDS AND GUIDELINES FOR VISUAL INFORMATION AND GRAPHIC PRESENTATIONS. 03/1968, 142P. (NATIONAL AERONAUTICS AND SPACE ADMINISTRATION)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NASA, VISUAL INFORMATION, GRAPHIC, CONCEPTS, BOARD ART, SLIDES, VIEWGRAPHS, CHARTS, PUBLICATIONS.
SOURCE: GPO, 3300-0135, $1.00.

THIS ISLAND EARTH. 1970, 182P. (NICKS, ORAN W.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EARTH, SUN, ATMOSPHERE, WATERS, LANDS, NORTH AMERICA.
SOURCE: GPO, 3300-0021, $6.00.

EARTH PHOTOGRAPHS FROM GEMINI VI THROUGH XII. 1968, 327P. (NASA)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EARTH, GEMINI.
SOURCE: GPO, 3300-0208, $8.00.

MARKETING INFORMATION GUIDE. (US DEPT. OF COMMERCE, BUREAU OF DOMESTIC COMMERCE)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: MARKETING, GUIDE, STATISTICS, DISTRIBUTION.
SOURCE: GPO, YR. SUBSCRIPTION, $4.50.

AMERICAN WOMEN 1963-1968 - REPORT OF THE INTERDEPARTMENTAL COMMITTEE ON THE STATUS OF WOMEN. 1968, 31P. (INTERDEPARTMENTAL COMMITTEE ON THE STATUS OF WOMEN)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, WOMEN.
DOCUMENT CONTENTS INCLUDE: AMERICAN, WOMEN, EDUCATION, COUNSELING, HOME, COMMUNITY, EMPLOYMENT, LEADERSHIP.
SOURCE: GPO, 5229-0003, $0.70.

AMERICAN WOMEN, REPORT OF THE PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN 1963. 1963, 86P. (THE PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, WOMEN.
DOCUMENT CONTENTS INCLUDE: AMERICAN, WOMEN, EDUCATION, COUNSELING, HOME, COMMUNITY, EMPLOYMENT, CITIZENS.
SOURCE: GPO, 4000-0051, $1.25.

DICTIONARY OF ECONOMIC AND STATISTICAL TERMS. 08/1969, 73P. (U.S. DEPT. OF COMMERCE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: DICTIONARY, ECONOMIC TERMS, STATISTICAL TERMS.
SOURCE: GPO, 0300-0099, $1.25.

WRITING WORDS THAT WORK - A GUIDE FOR EXTENSION WORKERS. 1970, 19P. (COWING, AMY)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: WRITING, WORDS, PLAN.
SOURCE: GPO, 0100-1336, $0.20.

EDUCATION IN THE SEVENTIES. 05/1968, 44P. (U.S. DEPT. OF HEW, OFFICE OF EDUCATION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EDUCATION, OUTLOOK, TRENDS, ENROLLMENTS, DEMAND, TEACHERS, EXPENDITURES.
SOURCE: GPO, 1780-0073, $0.40.

FROM SEA TO SHINING SEA - A REPORT ON THE AMERICAN ENVIRONMENT - OUR NATURAL HERITAGE. 1968, 304P. (THE PRESIDENT'S COUNCIL ON RECREATION AND NATURAL BEAUTY)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: SEA, ENVIRONMENT, NATURAL HERITAGE, URBAN, RURAL, FILMS.
SOURCE: GPO, 4000-0126, $2.50.

VOCATIONAL EDUCATION, THE BRIDGE BETWEEN MAN AND HIS WORK. 1968, 220P. (NATIONAL ADVISORY COUNCIL ON VOC. EDUC., HEW, OFF OF EDUC.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. GUIDANCE AND COUNSELING: GENERAL. TEACHER EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: VOCATIONAL EDUCATION, WORK, GROWTH, ENROLLMENT, FINANCING, ADMINISTRATION, RESEARCH, TEACHER EDUCATION, VOCATIONAL GUIDANCE, EVALUATION, MANPOWER, INNOVATIONS.
SOURCE: GPO, 1780-0543, $2.25.

GOBBLEDYGOOK HAS GOTTA GO. 1966, 112P. (U.S. DEPT. OF THE INTERIOR, BUREAU OF LAND MANAGEMENT)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: WRITE, SENTENCES, PRESS RELEASES, WRITING.
SOURCE: GPO, 2411-0002, $0.55.

GETTING YOUR IDEAS ACROSS THROUGH WRITING. 1970, 44P. (U.S. DEPT. OF HEW, DIV. OF PERSONNEL MANGEMENT)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: GUIDE, COMMUNICATIONS, WRITING.
SOURCE: GPO, 1700-0046, $0.30.

GUIDE FOR AIR FORCE WRITING. 15/07/1969, 248P. (DEPT. OF THE AIR FORCE)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: GUIDE, WRITING, ORGANIZE, DRAFT, SENTENCES, PARAGRAPHS, REWRITE.
SOURCE: GPO, 0870-0028, $1.25.

STANDARD INDUSTRIAL CLASSIFICATION MANUAL. 1967, 615P. (EXEC. OFFICE OF THE PRESIDENT, BUR. OF THE BUDGET, OFF OF STATISTICAL STANDARDS.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: INDUSTRIAL CLASSIFICATION.
SOURCE: GPO, 4101-0009, $4.50.

LECTURE PREPARATION GUIDE. 03/1966, 60P. (U.S. DEPT. OF HEW, PUBLIC HEALTH SERVICE)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: LECTURE, PREPARATION.
SOURCE: GPO, 1723-0018, $0.50.

GEM STONES OF THE UNITED STATES. 1968, 253P. (SCHLEGEL, DOROTHY M.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SCIENCE.
DOCUMENT CONTENTS INCLUDE: GEM STONES, U.S., TECHNOLOGY, PRECIOUS, SEMIPRECIOUS, GEOGRAPHIC.
SOURCE: GPO, 2401-0006, $0.35.

TREASURY BULLETIN. (US TREASURY DEPT.)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: TREASURY, FINANCES, BUDGET.
SOURCE: GPO, SINGLE COPIES VARY IN PRICE, GPO, ANNUAL SUBSCRIPTION, $13.50.

MINERAL RESOURCES OF THE APPALACHIAN REGION. 1968, 492P. (USDI, GEOLOGICAL SURVEY)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: MINERAL RESOURCES, APPALACHIAN.
SOURCE: GPO, 2401-0720, $4.50.

EFFECTIVE REVENUE WRITING 1. 1961, 261P. (U.S. TREASURY DEPT., INTERNAL REVENUE SERVICE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: REVENUE WRITING, VERBS, MODIFIERS, CONNECTIVES, PUNCTUATION, USAGE.
SOURCE: GPO, 4804-0036, $1.00.

INDEX TO THE UNDERSTANDING THE ATOM SERIES. 33P. (USAEC, DIV. OF TECHNICAL INFORMATION)
INDEX WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ATOM, SERIES, MATERIALS.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

ERIC RESEARCH IN EDUCATION. (HEW, OFFICE OF EDUCATION)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EDUCATION, ANNOTATIONS.
SOURCE: GPO, SINGLE COPY, $1.75. GPO, ANNUAL SUBSCRIPTION, $21.00.

SCIENCE AND OUR SOCIETY - SELECTION OF SPEECHES BY DR. GLENN T. SEABORG, CHAIRMAN, USAEC. 05/1966, 99P. (SEABORG, GLENN T.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: SCIENCE, SOCIETY, SPEECHES.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

ATOMIC PIONEERS, BOOK 1 - FROM ANCIENT GREECE TO THE 19TH CENTURY. 1970, 65P. (HIEBERT, RAY, HIEBERT, ROSELYN)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ATOMIC PIONEERS.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE. USAEC, EDUC. SERVICES SECTION, FREE.

ATOMS AT THE SCIENCE FAIR - EXHIBITING NUCLEAR PROJECTS. 1968, 55P. (LECOMPTE, ROBERT G., WOOD, BURRELL L.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ATOMS, SCIENCE FAIR, PROJECTS, EXHIBITS.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

THE ENVIRONMENT - AND WHAT TO DO ABOUT IT. 05/1969, 20P. (SEABORG, GLENN T.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ENVIRONMENT.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

ENVIRONMENTAL ASPECTS OF OPERATION OF CENTRAL POWER PLANTS. 03/1969, 13P. (TAPE, GERALD F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ENVIRONMENT, CENTRAL POWER.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

SELECTED GOVERNMENT PUBLICATIONS OF THE U.S. ATOMIC ENERGY COMMISSION - A REVIEW BY DR. FREDERIC J. O'HARA. 10/1969, 13P. (O'HARA, FREDERIC J.)
CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: PUBLICATIONS, U.S.A.E.C..
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

MAGNETISM AND SOME INTERESTING MAGNETS. 8P. (WATSON, GLEN W.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL.
DOCUMENT CONTENTS INCLUDE: MAGNETISM, MAGNETS.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

PEACEFUL USES OF NUCLEAR ENERGY - COLLECTION OF SPEECHES BY GLENN T. SEABORG, CHAIRMAN U.S. AEC. 07/1970, 156P. (SEABORG, GLENN T.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NUCLEAR ENERGY, FUSION, ENERGY, MEDICINE, INDUSTRY, AGRICULTURE, HUMANITIES.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

NUCLEAR ENERGY IN SPACE EXPLORATION. 20P. (SEABORG, GLENN T.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NUCLEAR ENERGY, SPACE EXPLORATION.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

BOOKS ON ATOMIC ENERGY FOR ADULTS AND CHILDREN. 1969, 48P. (USAEC, DIV. OF TECH. INFORMATION)
CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: BOOKS, ATOMIC ENERGY, ADULTS, CHILDREN.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

LECTURES ON PHYSICS, BIOPHYSICS, AND CHEMISTRY FOR HIGH SCHOOL TEACHERS GIVEN AT THE ERNEST O. LAWRENCE RADIATION LABORATORY, BERKELEY, CALIFORNIA JUNE - AUGUST 1959. 1961, 154P. (CALHOON, EDWARD C., STARRING, PAUL W.)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, LECTURES PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: LECTURES, PHYSICS, BIOPHYSICS, CHEMISTRY.
SOURCE: COMMERCE, $3.00.

SAFETY STANDARDS. (US DEPT. OF LABOR, LABOR STANDARDS ADMIN.)
BIMONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SAFETY. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFETY STANDARDS, INDUSTRIAL.
SOURCE: GPO, YR. SUBSCRIPTION, $1.00.

USAEC COMBINED 16 MM FILM CATALOG. 1970, 79P. (USAEC, DIV. OF TECH. INFORMATION)
CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. FILM LISTS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: USAEC, FILM.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

THE INTERIOR OF THE EARTH - AN ELEMENTARY DESCRIPTION. 1970, 10P. (ROBERTSON, EUGENE C.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON AN ELEMENTARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EARTH, SURFACE, CRUST, MANTLE, CORE, MOON.
SOURCE: USGS, FREE.

FEDERAL HOME LOAN BANK BOARD JOURNAL. (FEDERAL HOME LOAN BANK BOARD)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: HOME LOAN, LENDING, REGULATIONS.
SOURCE: GPO, YR. SUBSCRIPTION, $3.50.

TAXATION: A KEY FACTOR IN BUSINESS DECISIONS. 1966, 74P. (SBA)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: TAXATION, BUSINESS.
SOURCE: GPO, 4500-0096, $1.25.

CHEMISTRY FOR THE SAFETYMAN. 1968, 26P. (U.S. DEPT. OF LABOR)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: TECHNICAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: CHEMISTRY, SAFETYMAN.
SOURCE: GPO, 2903-0014, $0.25.

INSTRUCTOR INSTITUTE: SAFETY IN INDUSTRY, INSTRUCTOR OUTLINE. 1970, 60P. (U.S. DEPT. OF LABOR, WAGE AND LABOR STANDARDS ADMIN.)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFETY, INDUSTRY.
SOURCE: GPO, 2903-0056, $0.60.

MAKING HANDTOOLS WORK FOR YOU. 1965, 2P. (U.S. DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
FACT SHEET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: HANDTOOLS.
SOURCE: GPO, 2903-0064, $1.00.

WHEN CAN YOU TRUST A LADDER. 1965, 2P. (U.S. DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
FACT SHEET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: LADDER.
SOURCE: GPO, $1.00.

THE CHALLENGE TO SUPERVISORS....MAKING YOUNG WORKERS SAFE WORKERS. 1966, 12P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL, SAFETY. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SUPERVISORS, YOUNG WORKERS, SAFE WORKERS.
SOURCE: GPO, 2903-0003, $0.10.

HANDLING ANIMALS WITH SAFETY. 1965, 2P. (DEPT. OF LABOR)
FACT SHEET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: ANIMALS, SAFETY.
SOURCE: GPO, 2903-0059, $1.00.

WORKING SAFELY WITH SUBSTANCES THAT CAN EXPLODE AND BURN. 1965, 2P. (DEPT. OF LABOR, MANPOWER ADMIN.)
FACT SHEET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFE, SUBSTANCES, EXPLODE, BURN.
SOURCE: GPO, 2903-0067, $1.00.

PAMPERING PESTICIDES...FOR SAFETY. 1965, 2P. (DEPT. OF LABOR)
FACT SHEET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: PESTICIDES, SAFETY.
SOURCE: GPO, 2903-0066, $0.05.

SIZING UP MACHINES FOR SAFETY. 1965, 2P. (DEPT. OF LABOR)
FACT SHEET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: MACHINES, SAFETY.
SOURCE: GPO, 2903-0065, $1.00.

GET YOUR LEGS IN THE ACT OF LIFTING. 1965, 2P. (DEPT. OF LABOR, MANPOWER ADMIN.)
FACT SHEET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: LIFTING, SAFETY.
SOURCE: GPO, 2903-0062, $1.00.

GLOSSARY OF CURRENT INDUSTRIAL RELATIONS AND WAGE TERMS. 05/1965, 103P. (DEPT. OF LABOR, BUR. OF LABOR STATISTICS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: GLOSSARY, INDUSTRIAL RELATIONS TERMS, WAGE TERMS.
SOURCE: GPO, 2901-0030, $0.45.

USING INJURY STATISTICS. 1969, 20P. (DEPT. OF LABOR, WAGE AND LABOR STANDARDS ADMIN.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: INJURY STATISTICS, UTILIZATION, RECORDS, COSTS, CAUSES, ANALYSIS.
SOURCE: GPO, 2903-0021, $0.20.

THE FUNDAMENTALS OF ACCIDENT PREVENTION. 1969, 14P. (DEPT. OF LABOR, WAGE AND LABOR STANDARDS ADMIN.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: FUNDAMENTALS, ACCIDENT PREVENTION, SAFETY PROGRAM.
SOURCE: GPO, 2903-0020, $0.15.

SAFE WORKING SURFACES. 1967, 32P. (DEPT. OF LABOR, BUREAU OF LABOR STANDARDS)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: WORKING SURFACES, PREVENTION, FALLS, STAIRS, LADDER, SAFETY, SCAFFOLDS.
SOURCE: GPO, 2903-0042, $0.35.

PREVENTIVE MAINTENANCE FOR SAFETY. 1967, 20P. (DEPT. OF LABOR, BUREAU OF LABOR STANDARDS)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: PREVENTIVE MAINTENANCE, SAFETY, INSPECTION.
SOURCE: GPO, 2903-0040, $0.25.

JOB HAZARD ANALYSIS. 1967, 22P. (DEPT. OF LABOR, BUREAU OF LABOR STANDARDS)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: JOB HAZARD ANALYSIS.
SOURCE: GPO, 2903-0038, $0.25.

ACCIDENT CAUSE ANALYSIS. 1965, 19P. (DEPT. OF LABOR, BUREAU OF LABOR STANDARDS)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: ACCIDENT CAUSE ANALYSIS, SAFETY.
SOURCE: GPO, 2903-0028, $0.20.

APPRAISING SAFETY PERFORMANCE. 1965, 14P. (DEPT. OF LABOR, BUREAU OF LABOR STANDARDS)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFETY, APPRAISAL.
SOURCE: GPO, 2903-0027, $0.20.

HANDLING MATERIALS SAFELY. 1967, 52P. (DEPT. OF LABOR, BUREAU OF LABOR STANDARDS)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: HANDLING, MATERIALS, SAFELY, MOVEMENT, STORAGE, LIFTING, EQUIPMENT.
SOURCE: GPO, 2903-0041, $0.40.

PREVENTING INJURY FROM FALLS AND FALLING OBJECTS. 1969, 4P. (DEPT. OF LABOR, BUREAU OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: PREVENTING INJURY, FALLS, FALLING OBJECTS, STANDARDS.
SOURCE: GPO, 2903-0103, $0.10.

CONDUCTING A JOB HAZARD ANALYSIS. 1967, 8P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: CONDUCTING, JOB HAZARD ANALYSIS.
SOURCE: GPO, 2903-0089, $0.10.

ACCIDENT CAUSES. 1969, 8P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: ACCIDENT CAUSES.
SOURCE: GPO, 2903-0088, $0.10.

WHO NEEDS SAFETY TRAINING. 1969, 8P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFETY TRAINING.
SOURCE: GPO, 2903-0087, $0.10.

SUPERVISORY RESPONSIBILITY FOR SAFETY. 1969, 8P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SUPERVISORY, SAFETY.
SOURCE: GPO, 2903-0096, $0.10.

ACCIDENT COST CONTROL. 1969, 10P. (DEPT. OF LABOR, WAGE AND LABOR STANDARDS ADMIN., BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: ACCIDENT COST CONTROL.
SOURCE: GPO, 2903-0098, $0.15.

SAFETY PROGRAM PLANNING. 1969, 4P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFETY, PLANNING.
SOURCE: GPO, 2903-0105, $0.10.

ELEMENTS OF A SAFETY PROGRAM. 1970, 10P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: ELEMENTS, SAFETY PROGRAM.
SOURCE: GPO, 2903-0102, $0.15.

SAFEGUARDING MACHINERY. 1969, 6P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFEGUARDING MACHINERY, POWER TRANSMISSION, MOVING PARTS.
SOURCE: GPO, 2903-0100, $0.10.

SAFETY TRAINING TECHNIQUES IN THE CLASSROOM. 05/1970, 6P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFETY TRAINING, CLASSROOM, SAFETY INSTRUCTOR, METHODS.
SOURCE: GPO, 2903-0095, $0.10.

GOOD HOUSEKEEPING FOR A SUCCESSFUL SAFETY PROGRAM. 1969, 6P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: GOOD HOUSEKEEPING, SAFETY PROGRAM.
SOURCE: GPO, 2903-0090, $0.10.

SAFE LIFTING. 1969, 6P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFE LIFTING.
SOURCE: GPO, 2903-0093, $0.15.

APPRENTICESHIP PAST AND PRESENT. 1969, 24P. (DEPT. OF LABOR, BUR. OF APPRENTICESHIP AND TRAINING)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: APPRENTICESHIP, PAST, PRESENT.
SOURCE: GPO, 2906-0001, $0.25.

TEACH THEM TO LIFT. 1970, 31P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: TEACHING, LIFTING, TRAINED.
SOURCE: GPO, 2903-0006, $0.25.

MECHANICS FOR THE SAFETY MAN. 1969, 21P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: MECHANICS, SAFETY, DEFINITIONS, STATICS, KINETICS.
SOURCE: GPO, 2903-0017, $0.25.

BASIC EDUCATION. 1970, 17P. (DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: BASIC EDUCATION, DISADVANTAGED YOUTH.
SOURCE: GPO, 2900-0039, $0.30.

NEIGHBORHOOD LEGAL SERVICES--NEW DIMENSIONS IN THE LAW. 1966, 79P. (HANDLER, JANE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NEIGHBORHOOD, LEGAL SERVICES.
SOURCE: GPO, 1760-0092, $0.45.

TAX-EXEMPT FOUNDATIONS AND CHARITABLE TRUSTS: THEIR IMPACT ON OUR ECONOMY - FIFTH INSTALLMENT. 28/04/1967, 1130P. (SELECT COMM ON SMALL BUS., HOUSE OF REPRESENTATIVES 90TH CONGRESS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: TAX-EXEMPT FOUNDATIONS, CHARITABLE TRUSTS, ECONOMY.
SOURCE: GPO, 5270-0586, $6.25.

SAFETY REVIEW. (US NAVY, CIVILIAN MANPOWER MANAGEMENT BOARD)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. (SAFETY).
DOCUMENT CONTENTS INCLUDE: SAFETY, MANAGEMENT.
SOURCE: GPO, SINGLE COPY, $0.15. GPO, ANNUAL SUBSCRIPTION, $1.50.

TELEPHONE DIRECTORY OF THE U.S. DEPT. OF TRANSPORTATION. (US DEPT. OF TRANSPORTATION)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: TELEPHONE DIRECTORY, DEPT. OF TRANSPORTATION.
SOURCE: GPO, 5000-7002, $1.75.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE. 1971, 500P. (EXECUTIVE OFFICE OF THE PRESIDENT, OFFICE OF MANAGEMENT AND BUDGET)
CATALOGUE WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: DOMESTIC ASSISTANCE, FEDERAL PROGRAMS, ACTIVITIES.
SOURCE: GPO, $7.25.

SURVIVAL PREPAREDNESS FOR RURAL AREAS. 08/1968, 146P. (USDA, FOREST SERVICE)
PROGRAMMED TEXT WHICH MAY BE USED AS PROGRAMMED INSTRUCTION, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: SURVIVAL PREPAREDNESS, RURAL AREAS, PROTECTION.
SOURCE: GPO, 0101-0023.

EQUAL EMPLOYMENT OPPORTUNITY UNDER FEDERAL LAW: A GUIDE TO FEDERAL LAW PROHIBITING DISCRIMINATION ON ACCOUNT OF RACE, RELIGION, OR NATIONAL ORIGIN IN PRIVATE AND PUBLIC EMPLOYMENT. 08/1969, 27P. (U.S. COMMISSION ON CIVIL RIGHTS)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EQUAL EMPLOYMENT, FEDERAL LAW, RACE, RELIGION, NATIONAL ORIGIN, DISCRIMINATION.
SOURCE: GPO, 0500-0057, $0.25.

REPORT OF THE COMMITTEE ON PRIVATE EMPLOYMENT TO THE PRESIDENT'S COMM. ON THE STATUS OF WOMEN, OCT. 1963. 1964, 55P. (THE PRESIDENT'S COMM. ON THE STATUS OF WOMEN)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: REPORT, PRIVATE EMPLOYMENT, WOMEN, RECOMMENDATIONS.
SOURCE: GPO, 4000-0054, $0.40.

BOUNDARIES OF THE UNITED STATES AND THE SEVERAL STATES. 1966, 291P. (VANZANDT, FRANKLIN K.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, MAPS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: BOUNDARIES, UNITED STATES, STATES, BORDERS.
SOURCE: GPO, 2401-0053, $1.75.

35TH ANNUAL REPORT 1969, SECURITIES AND EXCHANGE COMM. 1970, 201P. (SECURITIES AND EXCHANGE COMM.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: SECURITIES COMMISSION, EXCHANGE COMMISSION, DEVELOPMENTS, ISSUER, DISCLOSURE, REGULATION, CONTROL, MARKETS, INVESTMENT, PUBLIC UTILITY, HOLDING COMPANIES, ACTIVITIES.
SOURCE: GPO, 4600-0003, $1.00.

FEDERAL EDUCATIONAL POLICIES, PROGRAMS AND PROPOSALS - A SURVEY AND HANDBOOK, PART 1. 12/1968, 167P. (QUATTLEBAUM, CHARLES A.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: FEDERAL, EDUCATION, POLICIES, PROGRAMS, PROPOSALS.
SOURCE: GPO, 5271-0046, $0.75.

EDUCATION PARKS - APPRAISALS OF PLANS TO IMPROVE EDUCATIONAL QUALITY AND DESEGREGATE THE SCHOOLS. 10/1967, 104P. (U.S. COMM. ON CIVIL RIGHTS CLEARINGHOUSE PUB. NO. 9)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EDUCATION PARKS, APPRAISALS, QUALITY, RACIAL ISOLATION, DESEGREGATION.
SOURCE: GPO, 0500-0032, $0.35.

A LAYMAN'S GUIDE TO BASIC LAW UNDER THE NATIONAL LABOR RELATIONS ACT. 1970, 59P. (NATIONAL LABOR RELATIONS BOARD)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: LAYMAN'S GUIDE, BASIC LAW, NATIONAL LABOR RELATIONS ACT.
SOURCE: GPO, 3100-0083, $0.35.

VETERANS SERVICE-DISABLED STANDARD INSURANCE - INFORMATION, PREMIUM RATES AND POLICY VALUES, EFF. OCT. 1970. 1970, 151P. (VA)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: VETERANS, SERVICE-DISABLED, INSURANCE, PREMIUM RATES.
SOURCE: GPO, 5100-0018, $0.60.

GENERAL RULES AND REGULATIONS UNDER THE SECURITIES EXCHANGE ACT OF 1934 AS IN EFFECT APRIL 1, 1970. 1970, 149P. (U.S. SECURITIES AND EXCHANGE COMM.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: RULES, REGULATIONS, SECURITIES EXCHANGE ACT.
SOURCE: GPO, 4600-0014, $1.25.

NOTES ON THE HISTORY AND MATERIAL CULTURE OF THE TONKAWA INDIANS. 1969, 16P. (JONES, WILLIAM K.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: HISTORY, CULTURE, TONKAWA INDIANS.
SOURCE: GPO, 4701-0096, $0.55.

TAX GUIDE FOR SMALL BUSINESS 1971 EDITION. 1970, 160P. (U.S. TREASURY DEPT., INTERNAL REVENUE SERVICE)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: TAX GUIDE, SMALL BUSINESS.
SOURCE: GPO, 4804-0034, $0.75.

ENGLISH AND STATE GOVERNMENT, SECTION 3 FOR THE STUDENT. 1971, 121P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: ENGLISH, STATE GOVERNMENT.
SOURCE: GPO, 2702-0018, $1.25.

ENGLISH AND FEDERAL GOVERNMENT, SECTION 2 FOR THE HELPER. 1969, 99P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: ENGLISH, FEDERAL GOVERNMENT.
SOURCE: GPO, 2702-0020, $1.00.

OUR GOVERNMENT, BOOK 3. 1969, 137P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: GOVERNMENT, CITIZENSHIP, LEGISLATIVE, EXECUTIVE, JUDICIAL, STATE GOVERNMENTS.
SOURCE: GPO, 2702-0092, $1.75.

OUR UNITED STATES: FEDERAL TEXTBOOK ON CITIZENSHIP, BECOMING A CITIZEN SERIES, BOOK 2. 1969, 118P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: CITIZENSHIP.
SOURCE: GPO, 2702-0096, $1.50.

OUR AMERICAN WAY OF LIFE - FEDERAL TEXTBOOK ON CITIZENSHIP, BECOMING A CITIZEN SERIES, BOOK 1. 1970, 105P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: CITIZENSHIP.
SOURCE: GPO, 2702-0091, $1.25.

DEVELOPING NEW COMMUNITIES - APPLICATION OF TECHNOLOGICAL INNOVATIONS. 12/1968, 222P. (HUD)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NEW COMMUNITIES, INNOVATIONS, BUILDING, MECHANICAL.
SOURCE: GPO, 2300-0006, $1.75.

BIBLIOGRAPHY ON COMMUNITY ORGANIZATION. 1965, 98P. (MENDES, RICHARD H.P.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: BIBLIOGRAPHY, COMMUNITY ORGANIZATION.
SOURCE: GPO, 4000-0018, $0.50.

THE ORIGIN AND DEVELOPMENT OF THE NEGLIGENCE ACTION - STUDIES OF THE ROLE OF FAULT IN AUTOMOBILE ACCIDENT COMPENSATION LAW. 03/1970, 90P. (DEPT. OF TRANSPORTATION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ORIGIN, DEVELOPMENT, NEGLIGENCE ACTION, FAULT, AUTOMOBILE ACCIDENT COMPENSATION LAW.
SOURCE: GPO, 5000-0018, $0.45.

THE NATIONAL DRIVER REGISTER. 09/1967, 24P. (U.S. DEPT. OF TRANSPORTATION, FEDERAL HIGHWAY ADMIN.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: NATIONAL DRIVER, REGISTER.
SOURCE: GPO, 5003-0005, $0.25.

COMMUNITY ACTION FOR ENVIRONMENTAL QUALITY. 1970, 42P. (THE CITIZENS ADVISORY COMMITTEE ON ENVIRONMENTAL QUALITY)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: COMMUNITY ACTION, ENVIRONMENTAL QUALITY.
SOURCE: GPO, 4000-0182, $0.60.

BASIC READINGS IN SOCIAL SECURITY. 1970, 181P. (HEW, SOCIAL SECURITY ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: READINGS, SOCIAL SECURITY.
SOURCE: GPO, 1770-0142, $0.75.

RESOURCES AFTER RETIREMENT, A STUDY OF INCOME, ASSETS, AND LIVING ARRANGEMENTS OF SOCIAL SECURITY BENEFICIARIES, 1941 THROUGH 1962. 1971, 88P. (WENTWORTH, EDNA C., MOTLEY, DINA K.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: RETIREMENT, INCOME, ASSETS, LIVING ARRANGEMENTS, SOCIAL SECURITY BENEFICIARIES.
SOURCE: GPO, 1770-0143, $0.45.

SOCIAL SECURITY PROGRAMS IN THE UNITED STATES. 03/1968, 120P. (HEW, SOCIAL SECURITY ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: SOCIAL SECURITY, PROGRAMS.
SOURCE: GPO, 1770-0006, $0.55.

SOCIAL SECURITY PROGRAMS THROUGHOUT THE WORLD, 1969. 1970, 249P. (HEW, SOCIAL SECURITY ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: SOCIAL SECURITY PROGRAMS, WORLD.
SOURCE: GPO, 1770-0139, $2.75.

INCLUDES ALL MATERIALS WHICH GIVE SPECIFIC JOB DESCRIPTIONS OR DISCUSS JOB OPPORTUNITIES ON SPECIFIC OR GENERAL LEVELS.

CAREERS IN THE UNITED STATES DEPARTMENT OF THE INTERIOR: A DIRECTORY FOR COLLEGE STUDENTS. 1970, 71P. (U.S. DEPT. OF THE INTERIOR)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: CAREERS, EMPLOYMENT INFORMATION, INTERIOR DEPARTMENT, CAREER OPPORTUNITIES, TRAINING PROGRAMS.
SOURCE: GPO, 2400-0536, $0.50.

EDUCATION FOR CROSS-CULTURAL ENRICHMENT. 1964, 309P. (THOMPSON, HILDEGARD)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. TEACHER EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, INDIAN,
DOCUMENT CONTENTS INCLUDE: CROSS-CULTURAL, CULTURAL FACTORS, INDIAN EDUCATION, PHILOSOPHY, RESEARCH, TEACHING, TEACHING ENGLISH, GUIDANCE, ADULT EDUCATION, INSERVICE EDUCATION.
SOURCE: HASKELL, $1.30.

BASIC GOALS FOR ELEMENTARY CHILDREN, LEVELS SEVEN AND EIGHT, VOLUME IV. 1966, 167P. (U.S. DEPT. OF THE INTERIOR, BUREAU OF INDIAN AFFAIRS)
STUDENT-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON AN ELEMENTARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, INDIAN,
DOCUMENT CONTENTS INCLUDE: GUIDANCE, SOCIAL STUDIES, MUSIC, LANGUAGE ARTS, ART, HEALTH AND PHYSICAL FITNESS, SCIENCE, NUMBER CONCEPTS.
SOURCE: HASKELL.

GUIDE TO FEDERAL CAREER LITERATURE. 09/1969, 32P. (U.S. CIVIL SERVICE COMMISSION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: CAREER LITERATURE.
SOURCE: GPO, 0600-0477, $0.55.

OCCUPATIONS OF FEDERAL BLUE-COLLAR WORKERS. 08/1968, 41P. (U.S. CIVIL SERVICE COMMISSION, MANPOWER STATISTICS DIVISION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: OCCUPATIONS, BLUE-COLLAR WORKERS.
SOURCE: GPO, 0600-0432, $0.50.

MANPOWER REPORT OF THE PRESIDENT. 04/1970, 328P. (US DEPT. OF LABOR)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: MANPOWER REPORT, EMPLOYMENT, PROBLEMS, RURAL MANPOWER, REQUIREMENTS.
SOURCE: GPO, 2900-0110, $2.50.

GUIDE TO FEDERAL CAREER LITERATURE. 1969, 35P. (U.S. CIVIL SERVICE COMMISSION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: GUIDE, FEDERAL CAREER, LITERATURE.
SOURCE: GPO, $0.55.

AGE OF TRANSITION...RURAL YOUTH IN A CHANGING SOCIETY. 10/1967, 41P. (USDA, ECONOMIC RESEARCH SERVICE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL, RURAL.
DOCUMENT CONTENTS INCLUDE: TRANSITION, RURAL YOUTH, ENROLLMENT, FORMAL TRAINING, EMPLOYMENT, HEALTH, WELFARE, RURAL LIFE.
SOURCE: GPO, 0100-0734, $0.75.

AGE OF TRANSITION: RURAL YOUTH IN A CHANGING SOCIETY HANDBOOK NO. 347. 10/1967, 92P. (USDA, ECONOMIC RESEARCH SERVICE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL, RURAL.
DOCUMENT CONTENTS INCLUDE: TRANSITION, RURAL YOUTH, HEALTH, WELFARE.
SOURCE: GPO, 0100-0735, $0.75.

MANPOWER RESEARCH INVENTORY FOR FISCAL YEAR 1969. 1970, 171P. (HEW, OFFICE OF EDUCATION NATIONAL CENTER FOR EDUCATIONAL COMMUNICATION ERIC)
TEACHER-ORIENTED INDEX WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: MANPOWER RESEARCH, DOCUMENT RESUMES, SUBJECT INDEX, INSTITUTION INDEX, SPONSORING AGENCY INDEX, INVESTIGATOR INDEX, REPORT NUMBER INDEX, CONTRACT AND GRANT NUMBER INDEX, CROSS REFERENCE INDEX, ERIC.
SOURCE: GPO, 1780-0596, $1.75.

DRUGS OF ABUSE. 1970, 15P. (U.S. DEPT. OF JUSTICE, BUREAU OF NARCOTICS AND DANGEROUS DRUGS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC, DRUGS.
DOCUMENT CONTENTS INCLUDE: DRUGS, ABUSE.
SOURCE: GPO, 2704-0001, $0.40.

BREAKTHROUGH FOR DISADVANTAGED YOUTH. 1969, 256P. (U.S. DEPT. OF LABOR, MANPOWER ADMINISTRATION)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL, ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: DISADVANTAGED YOUTH, RECRUITMENT, TESTING, COUNSELING, BASIC EDUCATION, PREVOCATIONAL TRAINING, VOCATIONAL TRAINING, JOB PLACEMENT.
SOURCE: GPO, 2900-0008, $2.00.

OCCUPATIONAL OUTLOOK HANDBOOK - BULLETIN NO. 1650. 1971, 859P. (US DEPT. OF LABOR, BUREAU OF LABOR STATISTICS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: OCCUPATIONAL OUTLOOK, PROFESSIONAL, MANAGERIAL, CLERICAL, SALES, SERVICE, SKILLED, AGRICULTURE, MINING, CONSTRUCTION, MANUFACTURING, TRANSPORTATION, COMMUNICATION, PUBLIC UTILITIES, WHOLESALE TRADE, RETAIL TRADE, FINANCE, INSURANCE, REAL ESTATE, GOVERNMENT.
SOURCE: GPO, 2901-0210, $6.25.

MONTHLY LABOR REVIEW. (US DEPT. OF LABOR)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: LABOR REVIEW, EMPLOYMENT, WAGES, INDUSTRIAL DISPUTES.
SOURCE: GPO, SINGLE COPY, $0.75. GPO, ANNUAL SUBSCRIPTION, $9.00.

EMPLOYMENT AND EARNINGS. (US DEPT. OF LABOR)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: EMPLOYMENT, EARNINGS, TRENDS, WAGES, TURNOVER.
SOURCE: GPO, 2901-0487, $4.50.

USAF INSTRUCTORS' JOURNAL. (USAF)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: INSTRUCTORS, INSTRUCTION, COUNSELING.
SOURCE: GPO, SINGLE COPY, $0.40. GPO, ANNUAL SUBSCRIPTION, $1.50.

AN ENGINEERING CAREER FOR YOU IN THE SOIL CONSERVATION SERVICE. 01/1965, 12P. (USDA, SOIL CONSERVATION SERVICE, MISC. PUBLICATION NO. 715)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC, ENGINEERING.
DOCUMENT CONTENTS INCLUDE: ENGINEERING, CAREER, SOIL CONSERVATION SERVICE.
SOURCE: GPO, 0100-0425, $0.10.

A SOIL SCIENCE CAREER FOR YOU IN SCS. 08/1965, 8P. (USDA, SOIL CONSERVATION SERV., MISC. PUB. 716)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC, SOIL SCIENCE.
DOCUMENT CONTENTS INCLUDE: SOIL SCIENCE CAREER.
SOURCE: GPO, 0100-0426, $0.10.

CAREERS IN SOIL CONSERVATION SERVICE. 01/1967, 12P. (USDA, SOIL CONSERVATION SERVICE, MISC. PUBLICATION NO. 717)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC, SOIL CONSERVATION.
DOCUMENT CONTENTS INCLUDE: CAREERS, SOIL CONSERVATION, SOILS, ENGINEERING, ECONOMICS, RANGE CONSERVATION, AGRONOMY, BIOLOGY, GEOLOGY.
SOURCE: GPO, 0100-1292, $0.10.

THE CREATIVE SCIENTIST - HIS TRAINING AND HIS ROLE. 07/1964, 12P. (SEABORG, GLENN T.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC, SCIENTIST.
DOCUMENT CONTENTS INCLUDE: CREATIVE, SCIENTIST, TRAINING, ROLE.
SOURCE: USAEC, EDUC. SERVICES SECTION, FREE.

PERSONNEL LITERATURE. (CIVIL SERVICE COMMISSION)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: PERSONNEL, CIVIL SERVICE COMMISSION.
SOURCE: GPO, SINGLE COPY, $0.40. GPO, ANNUAL SUBSCRIPTION, $6.00.

PROFILES: CAREERS IN THE U.S. DEPT. OF AGRICULTURE. 10/1968, 250P. (U.S. DEPT. OF AGRICULTURE, OFFICE OF PERSONNEL)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: CAREERS, PROFILES, SALARY.
SOURCE: GPO, 0100-0329, $3.25.

A JOB WITH THE FOREST SERVICE, A GUIDE TO NONPROFESSIONAL EMPLOYMENT. 02/1970, 17P. (USDA, FOREST SERVICE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC, FORESTRY.
DOCUMENT CONTENTS INCLUDE: JOB, FOREST SERVICE.
SOURCE: GPO, 0100-0435, $0.15.

YOUR U.S. DEPT. OF AGRICULTURE, HOW IT SERVES PEOPLE ON THE FARM AND IN THE COMMUNITY, NATION, WORLD. 07/1970, 14P. (USDA, OFFICE OF INFORMATION)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: USDA, SERVES.
SOURCE: USDA, FREE.

MANPOWER. (US DEPT. OF LABOR)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: MANPOWER, LABOR, EMPLOYMENT.
SOURCE: GPO, SINGLE COPY, $0.50. GPO, ANNUAL SUBSCRIPTION, $5.50.

BLUEPRINT FOR THE SEVENTIES - U.S. CIVIL SERVICE COMM. ANNUAL REPORT 1969. 1970, 81P. (U.S. CIVIL SERVICE COMMISSION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: CIVIL SERVICE, MONEY, COMPETITION, EQUAL EMPLOYMENT, FEDERAL FUTURES, MANPOWER RESOURCES.
SOURCE: GPO, 0600-0003, $0.75.

JOBS FOR AMERICA. 1970, 150P. (U.S. DEPT. OF COMM., ECON. DEV. ADMIN., ANNUAL REPORT, FISCAL 1969)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: JOBS.
SOURCE: GPO, $1.25.

COUNSELOR'S GUIDE TO MANPOWER INFORMATION - AN ANNOTATED BIBLIOGRAPHY OF GOVERNMENT PUBLICATIONS. 1968, 101P. (U.S. DEPT. OF LABOR, BUREAU OF LABOR STATISTICS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: COUNSELOR'S GUIDE, MANPOWER, GOVERNMENT PUBLICATIONS , JOB DESCRIPTIONS, PLACEMENT.
SOURCE: GPO, 2901-0126, $1.00.

JOB HORIZONS FOR COLLEGE WOMEN. 1967, 83P. (U.S. DEPT. OF LABOR, WOMEN'S BUREAU)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: JOB, COLLEGE WOMEN.
SOURCE: GPO, 2902-0005, $0.35.

NEW APPROACHES TO COUNSELING GIRLS IN THE 1960'S - A REPORT OF THE MIDWEST REGIONAL PILOT CONFERENCE HELD AT THE UNIVERSITY OF CHICAGO CENTER FOR CONTINUING EDUCATION, FEBRUARY 26-27, 1965. 1966, 88P. (U.S. DEPT OF LABOR, WOMEN'S BUREAU U.S. DEPT. OF HEW, EDUCATION OFFICE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: COUNSELING, GIRLS, MIDWEST, REPORTS, STATUS, FUTURE.
SOURCE: GPO, 2902-0001, $0.30.

JOBFINDING TECHNIQUES FOR MATURE WOMEN. 02/1970, 40P. (U.S. DEPT. OF LABOR, WOMEN'S BUREAU)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: JOB, WOMEN.
SOURCE: GPO, 2902-0037, $0.30.

CONTINUING EDUCATION PROGRAMS AND SERVICES FOR WOMEN. 01/1968, 104P. (U.S. DEPT. OF LABOR, WOMEN'S BUREAU)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: EDUCATION PROGRAMS, EDUCATION SERVICES, WOMEN.
SOURCE: GPO, 2902-0026, $0.40.

U.S. MANPOWER IN THE 1970'S, OPPORTUNITY AND CHALLENGE. 1970, 28P. (U.S. DEPT. OF LABOR)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: U.S. MANPOWER, OPPORTUNITY, CHALLENGE.
SOURCE: GPO, 2900-0101, $0.55.

APPRENTICESHIP, PAST AND PRESENT. 1969, 24P. (U.S. DEPT. OF LABOR, MANPOWER ADMINISTRATION)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: APPRENTICESHIP, PAST, PRESENT, CHANGE, DIRECTIONS.
SOURCE: GPO, 2906-0001, $0.25.

MINORITY BUSINESS OPPORTUNITIES. 1970, 398P. (U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT, OFFICE OF THE ASS'T. SEC. FOR EQUAL OPPORTUNITY)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: MINORITY, BUSINESS OPPORTUNITIES, PROFESSIONAL, RESOURCES.
SOURCE: GPO, 2300-0155, $3.00.

VOCATIONAL EDUCATION, THE BRIDGE BETWEEN MAN AND HIS WORK. 1968, 220P. (NATIONAL ADVISORY COUNCIL ON VOC. EDUC., HEW, OFF OF EDUC.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. GUIDANCE AND COUNSELING: GENERAL. TEACHER EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: VOCATIONAL EDUCATION, WORK, GROWTH, ENROLLMENT, FINANCING, ADMINISTRATION, RESEARCH, TEACHER EDUCATION, VOCATIONAL GUIDANCE, EVALUATION, MANPOWER, INNOVATIONS.
SOURCE: GPO, 1780-0543, $2.25.

A HANDBOOK FOR JOB RESTRUCTURING. 1970, 46P. (U.S. DEPT. OF LABOR, MANPOWER ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: JOB RESTRUCTURING.
SOURCE: GPO, 2900-0047, $0.55.

HANDBOOK ON WOMEN WORKERS - 1969 BULLETIN 294. 1969, 384P. (U.S. DEPT. OF LABOR, WOMEN'S BUREAU)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: WOMEN WORKERS, ECONOMIC, EQUALITY, OPPORTUNITY, MARITAL, FAMILY, EMPLOYMENT, INCOME, EDUCATION, LAWS, POLITICAL, CIVIL.
SOURCE: GPO, 2902-0009, $1.50.

NEGRO WOMEN....IN THE POPULATION AND IN THE LABOR FORCE. 12/1967, 41P. (U.S. DEPT. OF LABOR, WAGE AND LABOR STANDARDS ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: NEGRO WOMEN, POPULATION, LABOR, EDUCATION, FAMILIES, POVERTY, CHILD CARE.
SOURCE: GPO, 2903-0002, WAGE.

TRENDS IN EDUCATIONAL ATTAINMENT OF WOMEN. 10/1969, 19P. (U.S. DEPT. OF LABOR, BUREAU OF WOMEN)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: EDUCATION, WOMEN, HIGH SCHOOL, COLLEGE, ADVANCED DEGREES, LABOR.
SOURCE: WOMEN.

WOMEN - THEIR SOCIAL AND ECONOMIC STATUS, SELECTED REFERENCES. 12/1970, 41P. (U.S. DEPT. OF LABOR, WOMEN'S BUREAU)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: WOMEN, SOCIAL, ECONOMIC, EDUCATION, EMPLOYMENT, FEMINIST MOVEMENTS, LEGAL, NEGRO, SUFFRAGE.
SOURCE: WOMEN.

CAREERS IN HEALTH. 1969, 16P. (HEW, PUBLIC HEALTH SERVICE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: CAREERS, HEALTH.
SOURCE: MHA.

U.S. INDUSTRIAL OUTLOOK 1971 WITH PROJECTIONS THROUGH 1980. 02/1971, 495P. (U.S. DEPT. OF COMMERCE, BUR. OF DOMESTIC COMMERCE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: INDUSTRIAL, CONSTRUCTION, WOOD, PACKAGING, PRINTING, FOOD, CONSUMER, CHEMICALS, PLASTICS, METALS, PETROLEUM, ELECTRONIC, MEDICAL, BUSINESS, AEROSPACE, TRANSPORTATION, COMMUNICATIONS, WHOLESALE, RETAIL, EDUCATION, POWER.
SOURCE: GPO, $5.00.

CAPSULE. (HEW, OFFICE OF EDUCATION)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: COUNSELING, EDUCATION.
SOURCE: ERIC, FREE.

OCCUPATIONAL OUTLOOK QUARTERLY. (US DEPT. OF LABOR, LABOR STATISTICS BUREAU)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: OCCUPATIONAL OUTLOOK, EMPLOYMENT, TRENDS, RESEARCH, STATISTICS.
SOURCE: GPO, SINGLE COPY, $0.45. GPO, ANNUAL SUBSCRIPTION, $1.50.

CIVIL SERVICE JOURNAL. (US CIVIL SERVICE COMM.)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: TRENDS.
SOURCE: GPO, YR. SUBSCRIPTION, $1.00.

YOUTH OPPORTUNITY CENTERS - FOCUS ON YOUTH AND JOBS. 02/1969, 8P. (DEPT. OF LABOR)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: YOUTH, JOBS.
SOURCE: GPO, 2900-0036, $0.15.

THE NEIGHBORHOOD YOUTH CORPS-HOPE AND HELP FOR YOUTH. 05/1969, 8P. (DEPT. OF LABOR)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: HELP, YOUTH.
SOURCE: GPO, 2900-0023, $0.15.

APPRENTICE TRAINING - SURE WAY TO A SKILLED CRAFT. 07/1970, 10P. (DEPT. OF LABOR, MANPOWER ADMIN.)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: APPRENTICE TRAINING, SKILLED CRAFT.
SOURCE: GPO, 2906-0003, $0.15.

AN EMPLOYER'S GUIDE TO ON-THE-JOB TRAINING UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT. 04/1969, 12P. (DEPT. OF LABOR, MANPOWER ADMIN.)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: EMPLOYER'S GUIDE, ON-THE-JOB TRAINING, MANPOWER ACT.
SOURCE: GPO, 2900-0048, $0.15.

MANPOWER DEVELOPMENT AND TRAINING - PREPARING PEOPLE FOR GOOD JOBS. 1969, 8P. (DEPT. OF LABOR, MANPOWER ADMIN.)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: MANPOWER DEVELOPMENT, JOBS.
SOURCE: GPO, 2900-0019, $0.15.

DO YOU WANT A JOB. 1969, 8P. (DEPT. OF LABOR, MANPOWER ADMIN.)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: JOB.
SOURCE: GPO, 2900-0014, $0.10.

SCHOOL OR ELSE.... 1965, 10P. (DEPT. OF LABOR, BUR. OF EMPLOYMENT SECURITY)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: SCHOOL, JOBS.
SOURCE: GPO, 2913-0016, $0.10.

HANDBOOK FOR YOUNG WORKERS: LABOR LAWS, TRAINING OPPORTUNITIES, SOURCES OF HELP. 1965, 29P. (DEPT. OF LABOR, BUR. OF LABOR STANDARDS)
STUDENT-ORIENTED REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: YOUNG WORKERS, LABOR LAWS, TRAINING, HELP.
SOURCE: GPO, 2903-0029, $0.20.

IS THERE YOUTH POWER IN YOUR LABOR FORCE. 1969, 7P. (DEPT. OF LABOR, MANPOWER ADMIN.)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: YOUTH POWER, LABOR FORCE.
SOURCE: GPO, 2903-0037, $0.10.

TRAINING MANUAL FOR THE DICTIONARY OF OCCUPATIONAL TITLES (THIRD EDITION) PART A, INSTRUCTOR'S GUIDE. 1965, 23P. (DEPT. OF LABOR, BUR. OF EMPLOYMENT SECURITY)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: TRAINING MANUAL, D.O.T..
SOURCE: GPO, 2913-0069, $0.35.

USING THE NONPROFESSIONAL. 1970, 18P. (DEPT. OF LABOR, MANPOWER ADMIN.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL, ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: NONPROFESSIONAL, HIRING, TRAINING, DISADVANTAGED YOUTH.
SOURCE: GPO, 2900-0041, $0.30.

TESTING, COUNSELING, AND SUPPORTIVE SERVICES. 1970, 55P. (DEPT. OF LABOR, MANPOWER ADMIN.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: TESTING, COUNSELING, SUPPORTIVE SERVICES, DISADVANTAGED YOUTH.
SOURCE: GPO, 2900-0044, $0.60.

JOB PLACEMENT, CREATION, AND DEVELOPMENT. 1970, 31P. (DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL. PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: JOB PLACEMENT, CREATION, DEVELOPMENT, DISADVANTAGED YOUTH.
SOURCE: GPO, 2900-0040, $0.40.

THE COST AND OUTPUT OF GRADUATE SOCIAL WORK EDUCATION: AN EXPLORATORY STUDY. 04/1970, 188P. (HEW, SOCIAL AND REHABILITATION SERVICE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: COST, OUTPUT, GRADUATE SOCIAL WORK, DESCRIPTION.
SOURCE: GPO, 1760-0095, $1.75.

POST-INSTITUTIONAL SERVICES FOR DELINQUENT YOUTH. 1967, 50P. (MANELLA, RAYMOND L.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: POST-INSTITUTIONAL SERVICES, DELINQUENT YOUTH, LEGAL, SUPERVISION, ADMINISTRATIVE, PROGRAM, RELEASE, STANDARDS.
SOURCE: GPO, 1791-0103, $0.25.

YOUTH INVOLVEMENT. 1970, 30P. (WEBER, J. ROBERT, CUSTER, CARSON)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: YOUTH INVOLVEMENT, SOCIAL, PARTICIPATION, COUNCIL, ACTION, JOB TRAINING.
SOURCE: GPO, 1760-0094, $0.25.

GROUP COUNSELING WITH DELINQUENT YOUTH. 1968, 38P. (GILMAN, MERRITT, GORLICH, ELIZABETH)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: GROUP COUNSELING, DELINQUENT YOUTH, STRUCTURE, ROLE, TRAINING, LEADERSHIP.
SOURCE: GPO, 1791-0105, $0.30.

ANALYZING DELINQUENT BEHAVIOR - A NEW APPROACH. 1970, 20P. (MARTIN, JOHN M., FITZPATRICK, JOSEPH P., GOULD, M.D., ROBERT E.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH.
DOCUMENT CONTENTS INCLUDE: DELINQUENT BEHAVIOR.
SOURCE: GPO, 1760-0053, $0.20.

NONMETROPOLITAN DELINQUENCY: AN ACTION PROGRAM. 1969, 27P. (POLK, KENNETH)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: NONMETROPOLITAN, DELINQUENCY, CRIME, SCHOOL, PROGRAMS.
SOURCE: GPO, 1760-0052, $0.30.

TOWARD A POLITICAL DEFINITION OF JUVENILE DELINQUENCY. 08/1970, 17P. (MARTIN, JOHN M.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: POLITICAL, JUVENILE DELINQUENCY.
SOURCE: GPO, 1766-0003, $0.25.

THE CULTURE OF YOUTH. 1969, 29P. (WOLFGANG, MARVIN E.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH.
DOCUMENT CONTENTS INCLUDE: CULTURE, YOUTH, SOCIALIZATION, DEPENDENCY, PROTEST, CRIME, PARTICIPATION, NEGROES, POOR.
SOURCE: GPO, 1760-0034, $0.20.

YOUTH AND VIOLENCE. 1970, 91P. (WOLFGANG, MARVIN E.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: YOUTH, VIOLENCE, SOCIALIZATION, SUBCULTURE, CRIMES, STUDENT, SOCIETY.
SOURCE: GPO, 1766-0001, $0.55.

REHABILITATION COUNSELOR: HELPER OF THE HANDICAPPED. 28P. (OGG, ELIZABETH)
PAMPHLET WHICH MAY BE USED AS A JOB SPECIFICATION, PRESENTED ON A POST-SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: REHABILITATION COUNSELOR, HANDICAPPED.
SOURCE: PAMPHLETS, $0.25.

AN INTRODUCTION TO THE VOCATIONAL REHABILITATION PROCESS, A TRAINING MANUAL. 07/1967, 201P. (MCGOWAN, JOHN F., PORTER, THOMAS L.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: VOCATIONAL REHABILITATION, INCIDENTS, OUTCOMES, LEGISLATION, SOCIETY, PLANNING, MEDICAL, PSYCHOLOGICAL, SOCIOCULTURAL, VOCATIONAL, SERVICES, ROLE.
SOURCE: GPO, 1761-0021, $1.75.

REPORT OF THE NATIONAL CITIZENS ADVISORY COMMITTEE ON VOCATIONAL REHABILITATION. 26/06/1968, 115P. (HEW)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: VOCATIONAL REHABILITATION, RECOMMENDATIONS, PROBLEM, SERVICES, FACILITIES, TRAINING, MANPOWER, INFORMATION, EDUCATION.
SOURCE: GPO, 1700-0023, $0.75.

EMPLOYER MANPOWER PLANNING AND FORECASTING. 1970, 38P. (U.S. DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: MANPOWER, PLANNING, FORECASTING.
SOURCE: GPO, 2900-0089, $0.50.

US DEPT. OF LABOR NEWS. (US DEPT. OF LABOR)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: LABOR NEWS, TRENDS.
SOURCE: US DEPT. OF LABOR, FREE.

A GUIDE TO STUDENT ASSISTANCE. 1970, 129P. (91ST CONGRESS, 2D SESSION, HOUSE DOCUMENT NO. 91-221: COMMITTEE ON EDUCATION AND LABOR, U.S. HOUSE OF REPRESENTATIVES)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: STUDENT ASSISTANCE, FEDERAL, PROGRAMS, LOAN, FELLOWSHIP, UNDERGRADUATES, SCHOLARSHIPS.
SOURCE: GPO, 5271-0065, $0.60.

PROFILE OF YOUTH - 1966, PART 2: A REPORT PREPARED AT THE REQUEST OF SENATOR CLAIBORNE PELL OF RHODE ISLAND. 10/1966, 908P. (LEGISLATIVE REFERENCE SERVICE, LIBRARY OF CONGRESS, 89TH CONGRESS, 2D SESSION, SENATE, DOCUMENT NO. 124, PART 2)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH.
DOCUMENT CONTENTS INCLUDE: PROFILE, YOUTH.
SOURCE: GPO, 5271-0134, $1.75.

PROFILE OF YOUTH - 1966: A REPORT PREPARED AT THE REQUEST OF SENATOR CLAIBORNE PELL OF RHODE ISLAND FOR THE SUBCOMMITTEE ON EMPLOYMENT, MANPOWER, AND POVERTY PART 1. 10/1966, 317P. (LEGISLATIVE REFERENCE SERVICE, LIBRARY OF CONGRESS, SENATE, 89TH CONGRESS 2D SESSION, DOCUMENT NO. 124, PART 1)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH.
DOCUMENT CONTENTS INCLUDE: PROFILE, YOUTH.
SOURCE: GPO, 5271-0135, $1.00.

SCIENTIFIC AND ENGINEERING MANPOWER IN COMMUNIST CHINA, 1949-1963. 1965, 588P. (CHENG, CHU-YUAN)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: SCIENTIFIC MANPOWER, ENGINEERING MANPOWER, COMMUNIST CHINA.
SOURCE: GPO, 3800-0009, $2.00.

FUTURES IN THE FEDERAL GOVERNMENT. 12/1967, 31P. (U.S. CIVIL SERVICE COMM., PAMPHLET 1)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: FUTURES, FEDERAL GOVERNMENT.
SOURCE: GPO, 0600-0447, $0.20.

SCIENCE AND ENGINEERING CAREERS IN GOVERNMENT - DESCRIPTIONS OF BEGINNING JOBS FOR YOUNG PEOPLE. 1967, 21P. (US CIVIL SERVICE COMM.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: SCIENCE, ENGINEERING, DESCRIPTIONS, JOBS, CAREER.
SOURCE: GPO, 0600-0007, $0.30.

ANNUAL REPORT OF FEDERAL CIVILIAN EMPLOYMENT IN THE UNITED STATES BY GEOGRAPHIC AREA; DECEMBER 31, 1968. 1970, 180P. (US CIVIL SERVICE COMM., BUREAU OF MANPOWER INFORMATION SYSTEMS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: FEDERAL CIVILIAN, EMPLOYMENT, GEOGRAPHIC, DISTRIBUTION.
SOURCE: GPO, 0600-0434, $1.50.

SELECTIVE PLACEMENT - HIRING THE HANDICAPPED ACCORDING TO THEIR ABILITIES. 08/1963, 25P. (U.S. CIVIL SERVICE COMM.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: HIRING, HANDICAPPED, ABILITIES, FEDERAL, POLICY.
SOURCE: GPO, 0600-0468, $0.15.

STUDY OF EMPLOYMENT OF WOMEN IN THE FEDERAL GOVERNMENT 1969. 11/1970, 238P. (U.S. CIVIL SERVICE COMM., BUREAU OF MANPOWER INFORMATION SYSTEMS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: EMPLOYMENT, WOMEN, PAY.
SOURCE: GPO, 0600-0436, $1.75.

EMPLOYMENT TESTING: GUIDE SIGNS, NOT STOP SIGNS. 1968, 30P. (KANDEL, MYRON)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: EMPLOYMENT TESTING, GUIDE.
SOURCE: GPO, 0500-0021, $0.20.

SCIENTISTS AND ENGINEERS IN THE FEDERAL PERSONNEL SYSTEM. 12/1970, 22P. (U.S. CIVIL SERVICE COMM., BUREAU OF POLICIES AND STANDARDS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: SCIENTISTS, ENGINEERS, FEDERAL PERSONNEL SYSTEM.
SOURCE: GPO, 0600-0008, $0.40.

CAREER THRESHOLDS, VOLUME 1. 1970, 266P. (U.S. DEPT. OF LABOR, MANPOWER ADMIN.).
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: CAREER, VARIABLES, DEMOGRAPHIC CHARACTERISTICS, SOCIAL CHARACTERISTICS, LABOR FORCE, EMPLOYMENT STATUS, EMPLOYMENT PATTERNS, WORLD OF WORK, JOB SATISFACTION, JOB ATTACHMENT, GLOSSARY.
SOURCE: GPO, 2900-0059, $2.00.

TRANSFERRING MILITARY EXPERIENCE TO CIVILIAN JOBS, A STUDY OF SELECTED AIR FORCE VETERANS. 10/1968, 38P. (U.S. DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: TRANSFER, MILITARY EXPERIENCE, CIVILIAN JOBS.
SOURCE: MANPOWER.

WORK FORCE ADJUSTMENTS IN PRIVATE INDUSTRY - THEIR IMPLICATIONS FOR MANPOWER POLICY. MANPOWER/AUTOMATION RESEARCH MONOGRAPH NO. 7. 10/1968, 130P. (U.S. DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: WORK FORCE, INDUSTRY, MANPOWER.
SOURCE: MANPOWER.

AN OPTIMUM TRAINING SYSTEM IN APPRENTICEABLE OCCUPATIONS, VOLUME 1. MANPOWER RESEARCH MONOGRAPH NO. 20. 1970, 24P. (U.S. DEPT. OF LABOR, MANPOWER ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL.
DOCUMENT CONTENTS INCLUDE: TRAINING SYSTEM, APPRENTICEABLE OCCUPATIONS.
SOURCE: GPO, 2900-0111, $0.25.

FINDING JOBS FOR NEGROES: A KIT OF IDEAS FOR MANAGEMENT. MANPOWER/AUTOMATION RESEARCH MONOGRAPH NO. 9. 11/1968, 13P. (U.S. DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC.
DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: JOBS, NEGROES, MANAGEMENT.
SOURCE: GPO, 2900-0062, $0.30. MANPOWER.

RURAL MANPOWER DEVELOPMENT: OUTREACH, TRAINING, AND FAMILY SERVICE METHODS DEVELOPED BY THE M.I.T.C.E. EXPERIMENT, 1965-1968. 1967, 181P. (U.S. DEPT. OF LABOR, THE NORTH CAROLINA FUND)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL.
SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC.
DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: RURAL, MANPOWER DEVELOPMENT, TRAINING, FAMILY SERVICE.
SOURCE: MANPOWER.

INCLUDES MATERIALS DIRECTED TO THE PREPARATION OR ORIENTATION OF VOCATIONAL EDUCATORS.

EDUCATION FOR CROSS-CULTURAL ENRICHMENT. 1964, 309P. (THOMPSON, HILDEGARD)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. TEACHER EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, INDIAN.
DOCUMENT CONTENTS INCLUDE: CROSS-CULTURAL, CULTURAL FACTORS, INDIAN EDUCATION, PHILOSOPHY, RESEARCH, TEACHING, TEACHING ENGLISH, GUIDANCE, ADULT EDUCATION, INSERVICE EDUCATION.
SOURCE: HASKELL, $1.30.

CHANGES IN URBAN AMERICA. 04/1969, 44P. (NEWMAN, DOROTHY K., SMALL, SYLVIA S.)
TEACHER-ORIENTED REFERENCE BOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- TEACHER EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: CENTRAL CITIES, SUBURBS, CITIES, UNEMPLOYMENT, URBAN PROBLEMS.
SOURCE: BLS.

MAKING POSTERS, FLASHCARDS, AND CHARTS FOR EXTENSION TEACHING. 06/1968, 18P. (POWER, GERTRUDE LENORE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. TEACHER EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: POSTERS, FLASHCARDS, CHARTS.
SOURCE: GPO, 0100-0430, $0.15.

TEACHING CONSERVATION THROUGH OUTDOOR EDUCATION AREAS. 05/1970, 23P. (USDA, FOREST SERVICE, PA-837)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- TEACHER EDUCATION: SPECIFIC, CONSERVATION.
DOCUMENT CONTENTS INCLUDE: OUTDOOR EDUCATION, CONSERVATION EDUCATION, PHILOSOPHY, SITE.
SOURCE: GPO, 0100-0570, $0.35.

AMERICAN EDUCATION. (HEW, OFFICE OF EDUCATION)
MONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. TEACHER EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: EDUCATION, RESEARCH, LEGISLATION, FINANCE.
SOURCE: GPO, SINGLE COPY, $0.50. GPO, ANNUAL SUBSCRIPTION, $4.50.

VOCATIONAL EDUCATION, THE BRIDGE BETWEEN MAN AND HIS WORK. 1968, 220P. (NATIONAL ADVISORY COUNCIL ON VOC. EDUC., HEW, OFF OF EDUC.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. GUIDANCE AND COUNSELING: GENERAL. TEACHER EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: VOCATIONAL EDUCATION, WORK, GROWTH, ENROLLMENT, FINANCING, ADMINISTRATION, RESEARCH, TEACHER EDUCATION, VOCATIONAL GUIDANCE, EVALUATION, MANPOWER, INNOVATIONS.
SOURCE: GPO, 1780-0543, $2.25.

MDTA EXPERIMENTAL AND DEMONSTRATION FINDINGS NO. 5. ORIENTATION, COUNSELING, AND ASSESSMENT IN MANPOWER PROGRAMS. 1969, 19P. (U.S. DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- TEACHER EDUCATION: GENERAL.
DOCUMENT CONTENTS INCLUDE: ORIENTATION, COUNSELING, ASSESSMENT, MANPOWER PROGRAMS.
SOURCE: MANPOWER.

TEACHING LIFETIME SPORTS SKILLS. 1966, 52P. (EXECUTIVE OFFICE OF THE PRESIDENT)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- TEACHER EDUCATION: SPECIFIC, PHYSICAL EDUCATION.
DOCUMENT CONTENTS INCLUDE: TEACHING, SPORTS SKILLS, TENNIS, BOWLING, GOLF, BADMINTON.
SOURCE: GPO, 4000-0028, $0.40.

INCLUDES MATERIALS RELEVANT TO TEACHING THOSE NOT PROFITING FROM REGULAR EDUCATIONAL PROCESS DUE TO HANDICAPS OR DISADVANTAGES ARISING FROM CAUSES SUCH AS PSYCHOLOGICAL OR PHYSIOLOGICAL (I.E., MENTAL, VISUAL, AUDITORY, OR MOTOR) DEFECTS.

HELPING THE HANDICAPPED IN RURAL AREAS. 04/1968, 11P. (USDA, FEDERAL EXTENSION SERVICE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: HANDICAPPED, RURAL AREAS, REHABILITATION.
SOURCE: GPO, 0100-0579, $0.10.

BETTER EDUCATION FOR HANDICAPPED CHILDREN. 30/06/1969, 63P. (U.S. DEPT. OF HEW, OFFICE OF EDUCATION)
TEACHER-ORIENTED REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PSYCHOLOGICAL , PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: HANDICAPPED CHILDREN, RESEARCH.
SOURCE: GPO, 1780-0671.

DESIGN FOR ALL AMERICANS. 12/1967, 54P. (HEW, SOCIAL AND REHABILITATION SERVICE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: DESIGN.
SOURCE: GPO, 1761-0004, $0.50.

TRAVEL BARRIERS. 1970, 46P. (US DEPT. OF TRANSPORTATION)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: HANDICAPPED, TRAVEL BARRIERS, GUIDELINES, TRANSPORTATION.
SOURCE: GPO.

THE VIOLENT OFFENDER. 1968, 39P. (GLASER, DANIEL, KENEFICK, DONALD, O'LEARY, VINCENT)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PSYCHOLOGICAL .
DOCUMENT CONTENTS INCLUDE: VIOLENT OFFENDER, CLASSIFICATION, TRENDS, TYPES.
SOURCE: GPO, 1760-0027, $0.20.

DELIVERING REHABILITATION SERVICES. 1970, 73P. (HEW, SOCIAL AND REHAB. SERVICE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PSYCHOLOGICAL , PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: REHABILITATION SERVICES.
SOURCE: GPO, 1760-0088, $0.40.

FINANCING REHABILITATION SERVICES. 1969, 36P. (COPELAND, WILLIAM C.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PSYCHOLOGICAL , PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: FINANCING, REHABILITATION SERVICES, FUNDS.
SOURCE: GPO, 1760-0090, $0.25.

LEGAL RIGHTS OF THE DISABLED AND DISADVANTAGED. 1969, 102P. (ALLEN, J.D.,LL.M., RICHARD C.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PSYCHOLOGICAL , PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: LEGAL RIGHTS, DISABLED, DISADVANTAGED, MENTALLY, PHYSICALLY, SOCIALLY, ECONOMICALLY.
SOURCE: GPO, 1760-0085, $0.50.

A NATIONAL EFFORT FOR THE PHYSICALLY HANDICAPPED - THE REPORT OF THE PRESIDENT'S TASK FORCE ON THE PHYSICALLY HANDICAPPED - JULY 1970. 07/1970, 34P. (EXEC. OFF. OF THE PRESIDENT, PRESIDENT'S TASK FORCE ON THE PHYSICALLY HANDICAPPED.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: PHYSICALLY HANDICAPPED, NATIONAL, INFORMATION, FUNDING, INSURANCE, CHILDREN, BARRIERS, RESEARCH, AGING, PREVENTION, MANPOWER, FACILITIES, PROGRAMS, EMPLOYMENT.
SOURCE: GPO, 4000-0255, $0.25.

REHABILITATION COUNSELOR: HELPER OF THE HANDICAPPED. 28P. (OGG, ELIZABETH)
PAMPHLET WHICH MAY BE USED AS A JOB SPECIFICATION, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: REHABILITATION COUNSELOR, HANDICAPPED.
SOURCE: PAMPHLETS, $0.25.

HEARING AIDS. 10/1970, 24P. (CORLISS, EDITH L.R.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: AUDITORY.
DOCUMENT CONTENTS INCLUDE: HEARING AIDS.
SOURCE: GPO, 0303-0751, $0.35.

REPORT OF THE NATIONAL CITIZENS ADVISORY COMMITTEE ON VOCATIONAL REHABILITATION. 26/06/1968, 115P. (HEW)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: VOCATIONAL REHABILITATION, RECOMMENDATIONS, PROBLEM, SERVICES, FACILITIES, TRAINING, MANPOWER, INFORMATION, EDUCATION.
SOURCE: GPO, 1700-0023, $0.75.

HOUSING FOR THE PHYSICALLY IMPAIRED - A GUIDE FOR PLANNING AND DESIGN. 01/1968, 49P. (HUD, HOUSING ASSISTANCE ADMIN.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: AUDITORY, MOTOR.
DOCUMENT CONTENTS INCLUDE: HOUSING, PHYSICALLY IMPAIRED, PLANNING, DESIGN, NEIGHBORHOOD, SITE, DWELLING STRUCTURES, DWELLING UNITS, COMMUNITY SPACE.
SOURCE: GPO, 2300-0133, $0.45.

DEVELOPMENTS IN AGING 1967, A REPORT OF THE SPECIAL COMMITTEE ON AGING, U.S. SENATE. 04/1968, 326P. (US SENATE, 90TH CONGRESS, SECOND SESSION, REPORT NO. 1098)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL, OLD AGE.
DOCUMENT CONTENTS INCLUDE: AGING, INCOME, OPPORTUNITIES, HEALTH CARE, HOUSING, FACILITIES, SOCIAL SERVICES.
SOURCE: GPO, 5271-0169, $1.25.

THE KEY STEP - A PROGRAM TO COMBAT PROBLEM DRINKING AMONG EMPLOYEES. 01/1969, 29P. (US CIVIL SERVICE COMM., BUREAU OF RETIREMENT, INSURANCE AND OCCUPATIONAL HEALTH)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PSYCHOLOGICAL , ALCOHOLIC.
DOCUMENT CONTENTS INCLUDE: PROBLEM DRINKING, EMPLOYEES, ADMINISTRATION, ILLNESS, PROGRAM, SUPERVISOR, SICK LEAVE.
SOURCE: GPO, 0600-0005, $0.25.

SELECTIVE PLACEMENT - HIRING THE HANDICAPPED ACCORDING TO THEIR ABILITIES. 08/1963, 25P. (U.S. CIVIL SERVICE COMM.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL.
DOCUMENT CONTENTS INCLUDE: HIRING, HANDICAPPED, ABILITIES, FEDERAL, POLICY.
SOURCE: GPO, 0600-0468, $0.15.

REPORT OF THE TASK FORCE ON COORDINATION. 08/1963, 46P. (HEW, PUBLIC HEALTH SERVICE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: MENTAL.
DOCUMENT CONTENTS INCLUDE: COORDINATION, MENTAL RETARDATION, SERVICES, TRAINING, RESEARCH.
SOURCE: GPO, 4000-0022, $0.35.

REPORT OF THE TASK FORCE ON BEHAVIORAL AND SOCIAL RESEARCH. 03/1964, 73P. (HEW, OFFICE OF THE SECRETARY)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: MENTAL.
DOCUMENT CONTENTS INCLUDE: RESEARCH, MENTAL RETARDATION.
SOURCE: GPO, 4000-0021, $0.45.

MR 67: A FIRST REPORT TO THE PRESIDENT ON THE NATION'S PROGRESS AND REMAINING GREAT NEEDS IN THE CAMPAIGN TO COMBAT MENTAL RETARDATION. 1967, 32P. (THE PRESIDENT'S COMMITTEE ON MENTAL RETARDATION)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: MENTAL.
DOCUMENT CONTENTS INCLUDE: REPORT, NATION'S PROGRESS, NEEDS, MENTAL, RETARDATION.
SOURCE: GPO, 4000-0112, $0.50.

INCLUDES MATERIALS RELEVANT TO TEACHING THOSE NOT PROFITING FROM REGULAR EDUCATIONAL PROCESS DUE TO HANDICAPS OR DISADVANTAGES ARISING FROM CAUSES SUCH AS ETHNIC DIFFERENCES, EDUCATIONAL DEFICITS, IMPOVERISHMENT, OR POOR ENVIRONMENT.

DOORWAY TOWARD THE LIGHT, THE STORY OF THE SPECIAL NAVAJO EDUCATION PROGRAM. 1962, 174P. (COOMBS, L. MADISON)
GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, NAVAJO,
DOCUMENT CONTENTS INCLUDE: WORLD OF WORK, NAVAJO.
SOURCE: HASKELL, $1.80.

EDUCATION FOR CROSS-CULTURAL ENRICHMENT. 1964, 309P. (THOMPSON, HILDEGARD)
TEACHER-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. TEACHER EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, INDIAN,
DOCUMENT CONTENTS INCLUDE: CROSS-CULTURAL, CULTURAL FACTORS, INDIAN EDUCATION, PHILOSOPHY, RESEARCH, TEACHING, TEACHING ENGLISH, GUIDANCE, ADULT EDUCATION, INSERVICE EDUCATION.
SOURCE: HASKELL, $1.30.

BASIC GOALS FOR ELEMENTARY CHILDREN, LEVELS SEVEN AND EIGHT, VOLUME IV. 1966, 167P. (U.S. DEPT. OF THE INTERIOR, BUREAU OF INDIAN AFFAIRS)
STUDENT-ORIENTED GUIDEBOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON AN ELEMENTARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, INDIAN,
DOCUMENT CONTENTS INCLUDE: GUIDANCE, SOCIAL STUDIES, MUSIC, LANGUAGE ARTS, ART, HEALTH AND PHYSICAL FITNESS, SCIENCE, NUMBER CONCEPTS.
SOURCE: HASKELL.

CHANGES IN URBAN AMERICA. 04/1969, 44P. (NEWMAN, DOROTHY K., SMALL, SYLVIA S.)
TEACHER-ORIENTED REFERENCE BOOK WHICH MAY BE USED IN CURRICULUM DESIGN, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- TEACHER EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: CENTRAL CITIES, SUBURBS, CITIES, UNEMPLOYMENT, URBAN PROBLEMS.
SOURCE: BLS.

HELPING THE HANDICAPPED IN RURAL AREAS. 04/1968, 11P. (USDA, FEDERAL EXTENSION SERVICE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED INTERNAL: PHYSIOLOGICAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: HANDICAPPED, RURAL AREAS, REHABILITATION.
SOURCE: GPO, 0100-0579, $0.10.

CIVIL RIGHTS DIGEST. 1970, 48P. (CIVIL RIGHTS COMMISSION)
QUARTERLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: CIVIL RIGHTS, MINORITY GROUP, ARTICLES.
SOURCE: GPO, SINGLE COPY, $0.35.

WELFARE IN REVIEW. (HEW, WELFARE DEPT.)
BIMONTHLY PERIODICAL WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: WELFARE, RESEARCH, STATISTICS, HEALTH SERVICES.
SOURCE: GPO, SINGLE COPY, $0.35. GPO, ANNUAL SUBSCRIPTION, $1.75.

AGE OF TRANSITION...RURAL YOUTH IN A CHANGING SOCIETY. 10/1967, 41P. (USDA, ECONOMIC RESEARCH SERVICE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL, RURAL.
DOCUMENT CONTENTS INCLUDE: TRANSITION, RURAL YOUTH, ENROLLMENT, FORMAL TRAINING, EMPLOYMENT, HEALTH, WELFARE, RURAL LIFE.
SOURCE: GPO, 0100-0734, $0.75.

AGE OF TRANSITION: RURAL YOUTH IN A CHANGING SOCIETY HANDBOOK NO. 347. 10/1967, 92P. (USDA, ECONOMIC RESEARCH SERVICE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: SPECIFIC. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL, RURAL.
DOCUMENT CONTENTS INCLUDE: TRANSITION, RURAL YOUTH, HEALTH, WELFARE.
SOURCE: GPO, 0100-0735, $0.75.

PLANNING EDUCATIONAL CHANGE: VOLUME I. TECHNICAL ASPECTS OF SCHOOL DESEGREGATION, OE-38014. 04/1970, 21P. (HEW, OFFICE OF EDUCATION)
ADMINISTRATOR-ORIENTED GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: SCHOOL DESEGREGATION, DESEGREGATION TECHNIQUES, TECHNICAL ASSISTANCE.
SOURCE: GPO, 1780-0314, $0.45.

BREAKTHROUGH FOR DISADVANTAGED YOUTH. 1969, 256P. (U.S. DEPT. OF LABOR, MANPOWER ADMINISTRATION)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL, ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: DISADVANTAGED YOUTH, RECRUITMENT, TESTING, COUNSELING, BASIC EDUCATION, PREVOCATIONAL TRAINING, VOCATIONAL TRAINING, JOB PLACEMENT.
SOURCE: GPO, 2900-0008, $2.00.

LOW INCOME TEACHING KIT ON CLOTHING - FES PACKET D. 10/1966, 80P. (USDA, EXTENSION SERVICE, DIV. OF HOME ECONOMICS)
STUDENT-ORIENTED PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: LOW INCOME, CLOTHING, PACKET D, PANTS STYLES, SEWING MACHINE.
SOURCE: GPO, 0100-0008, $1.75.

NAVY LIFE: READING AND WRITING FOR SUCCESS IN THE NAVY, BOOK 1. 1966, 129P. (BUREAU OF NAVAL PERSONNEL, TRAINING DIVISION.)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- BASIC EDUCATION: READING, WRITING. DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: READING, WRITING.
SOURCE: GPO, 0847-0115, $0.75.

THE IMPACT OF PUBLIC SPENDING IN A LOW-INCOME RURAL AREA: A CASE STUDY OF FORT LEONARD WOOD, MO.. 06/1968, 26P. (HOLMES, O. WENDELL)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL, RURAL.
DOCUMENT CONTENTS INCLUDE: LOW-INCOME, RURAL, CASE STUDY, ECONOMY, POPULATION MIGRATION.
SOURCE: GPO, 0119-0056, $0.25.

WHITE AMERICANS IN RURAL POVERTY. 11/1967, 18P. (BIRD, ALAN R., MCCOY, JOHN L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL, RURAL.
DOCUMENT CONTENTS INCLUDE: RURAL POVERTY, APPROACH, PROBLEM, DEFINITIONS, TYPES, POOR WHITES.
SOURCE: GPO, 0119-0049, $0.15.

DOMESTIC MIGRATORY FARMWORKERS: PERSONAL AND ECONOMIC CHARACTERISTICS. AGRICULTURAL ECONOMIC REPORT NO. 121. 09/1967, 32P. (RAPTON, AVRA)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL, MIGRATORY.
DOCUMENT CONTENTS INCLUDE: MIGRATORY FARMWORKERS, PERSONAL CHARACTERISTICS, ECONOMIC CHARACTERISTICS, CHARACTERISTICS, CONDITIONS.
SOURCE: GPO, 0119-0046, $0.25.

ASPIRATIONS AND EXPECTATIONS OF THE RURAL POOR: A GUIDE TO RESEARCH. 10/1967, 37P. (SLOCUM, WALTER L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL, RURAL.
DOCUMENT CONTENTS INCLUDE: ASPIRATIONS, EXPECTATIONS, RURAL POOR, EDUCATION, OCCUPATION, RESEARCH METHODOLOGY.
SOURCE: GPO, 0119-0047, $0.25.

RURAL INDUSTRIALIZATION IN THE OZARKS: CASE STUDY OF A NEW SHIRT PLANT AT GASSVILLE, ARK. AGRICULTURAL ECONOMIC REPORT NO. 123. 11/1967, 23P. (JORDON, MAX F.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL, RURAL.
DOCUMENT CONTENTS INCLUDE: RURAL INDUSTRIALIZATION, OZARKS, CASE STUDY, ECONOMY.
SOURCE: GPO, 0119-0048, $0.25.

EMPLOYMENT, UNEMPLOYMENT, AND LOW INCOMES IN APPALACHIA. AGRIC. ECONOMIC REPORT NO. 73. 05/1965, 48P. (FULLER, THEODORE E., BAUM, E. L.)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL, RURAL.
DOCUMENT CONTENTS INCLUDE: EMPLOYMENT, UNEMPLOYMENT, LOW INCOMES, APPALACHIA, IMPLICATIONS.
SOURCE: GPO, 0119-0108, $0.35.

SCHOOL DESEGREGATION: A FREE AND OPEN SOCIETY POLICY STATEMENT BY RICHARD NIXON, PRESIDENT OF THE U.S. 3-24-70. 24/03/1970, 30P. (EXEC. OFF. OF THE PRESIDENT)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: SCHOOL DESEGREGATION, POLICY.
SOURCE: GPO, 4000-0179, $0.25.

RACISM IN AMERICA AND HOW TO COMBAT IT. 01/1970, 43P. (U.S. COMM. ON CIVIL RIGHTS)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: RACISM, AMERICA, SIGNIFICANCE, COMBATING.
SOURCE: GPO, 0500-0033, $0.50.

THE NEGRO FAMILY - THE CASE FOR NATIONAL ACTION. 03/1965, 78P. (U.S. DEPT. OF LABOR, OFFICE OF POLICY PLANNING AND RESEARCH)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: NEGRO FAMILY, PROBLEM, ACTION.
SOURCE: GPO, 2900-0022, $0.45.

RACE AND PLACE - A LEGAL HISTORY OF THE NEIGHBORHOOD SCHOOL. 1967, 103P. (WEINBERG, MEYER)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: RACE, SCHOOL, AREAS, ATTENDANCE, SAFETY, SEGREGATION, GERRYMANDERING.
SOURCE: GPO, 1780-0306, $0.45.

THE NEGRO IN THE U. S. - A SELECTED BIBLIOGRAPHY. 1970, 3[illegible]3P. (PORTER, DOROTHY B.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: NEGRO, U.S., REFERENCES, ART, BIOGRAPHY, AUTOBIOGRAPHY, CIVIL RIGHTS, COOKERY, ECONOMIC, EDUCATION, HISTORY, LEGAL STATUS, LITERATURE, MEDICINE, MILITARY SERVICE, ORGANIZATIONS, POLITICS, PRESS, RACE RELATIONS, CHURCH, SOCIAL, SPORTS.
SOURCE: GPO, 3000-0044, $3.25.

CYCLE TO NOWHERE. 1970, 53P. (GOOD, PAUL)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: CIVIL RIGHTS, ALABAMA, CRIME, WELFARE.
SOURCE: GPO, 0500-0024, $0.60.

LOW-INCOME LIFE STYLES. 1968, 86P. (U.S. DEPT. OF HEW, WELFARE ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: LOW-INCOME, LIFE, OUTLOOK, ECONOMIC, FAMILY, EDUCATION, HEALTH.
SOURCE: GPO, 1760-0010, $0.35.

MINORITY BUSINESS OPPORTUNITIES. 1970, 398P. (U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT, OFFICE OF THE ASS'T. SEC. FOR EQUAL OPPORTUNITY)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: MINORITY, BUSINESS OPPORTUNITIES, PROFESSIONAL, RESOURCES.
SOURCE: GPO, 2300-0155, $3.00.

MEXICAN-AMERICANS, A HANDBOOK FOR EDUCATORS. 1970, 34P. (FORBES, JACK D.)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: MEXICAN-AMERICANS, HANDBOOK, EDUCATORS, HERITAGE, ASSETS, SUGGESTIONS.
SOURCE: GPO, 1780-0001, $0.45.

LITERATURE FOR DISADVANTAGED CHILDREN. 08/1968, 16P. (U.S. DEPT. OF HEW, OFFICE OF EDUCATION, BUREAU OF RESEARCH)
TEACHER-ORIENTED REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON AN ELEMENTARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: LITERATURE, DISADVANTAGED CHILDREN.
SOURCE: GPO, 1780-0285, $0.20.

POVERTY AMID PLENTY, THE AMERICAN PARADOX. 1970, 155P. (THE PRESIDENT'S COMMISSION ON INCOME MAINTENANCE PROGRAMS)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: POVERTY, POOR, AGED, SUPPLEMENT, INCOME SECURITY, EMPLOYMENT.
SOURCE: GPO, 4000-0196, $1.75.

RURAL INDIAN AMERICANS IN POVERTY. 1970, 27P. (USDA, ECONOMIC RESEARCH SERVICE)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, ECONOMIC.
DOCUMENT CONTENTS INCLUDE: RURAL INDIAN, POVERTY, INCOME, EDUCATION, HEALTH, INDIAN YOUTH.
SOURCE: GPO, 0119-0177, $0.25.

THE POOR, A SELECTED BIBLIOGRAPHY. 05/1969, 56P. (USDA, ECONOMIC RESEARCH SERVICE)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: POOR, BIBLIOGRAPHY, DEFINITIONS, CHILDREN, ELDERLY, MINORITY GROUPS, MIGRANTS, UNEMPLOYED, ASPIRATIONS, LEARNING PROBLEMS.
SOURCE: GPO, 0100-1238, $0.60.

ABOUT THE POOR, SOME FACTS AND SOME FICTIONS. 1967, 85P. (U.S. DEPT. OF HEW, SOCIAL AND REHABILITATION SERVICE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: POOR, FACTS, FICTIONS.
SOURCE: GPO, 1791-0100, $0.35.

A TIME TO LISTEN. . .A TIME TO ACT - VOICES FROM THE GHETTOS OF THE NATION'S CITIES. 11/1967, 133P. (U.S. COMMISSION ON CIVIL RIGHTS)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: GHETTOS, CITIES, SLUM, HEALTH CARE, POLICE, SCHOOL, JOB TRAINING, HOUSING, RACIAL ISOLATION.
SOURCE: GPO, 0500-0011, $0.45.

AFRO-AMERICANS IN THE FAR WEST-A HANDBOOK FOR EDUCATORS. 106P. (U.S. DEPT. OF HEW, OFFICE EDUCATION)
GUIDEBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: AFRO-AMERICANS, FAR WEST, SIGNIFICANCE, CULTURAL CHARACTERISTICS, INTEGRATION, GUIDE.
SOURCE: GPO, 1780-0702, $0.60.

POVERTY STUDIES IN THE SIXTIES - A SELECTED, ANNOTATED BIBLIOGRAPHY. 1970, 126P. (HEW, SOCIAL SECURITY ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: POVERTY, CONCEPT, ASPECTS, MINORITIES, HEALTH, LAW, HOUSING, LEGISLATION, PROGRAMS.
SOURCE: GPO, 1770-0117, $0.60.

NEGRO WOMEN....IN THE POPULATION AND IN THE LABOR FORCE. 12/1967, 41P. (U.S. DEPT. OF LABOR, WAGE AND LABOR STANDARDS ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: NEGRO WOMEN, POPULATION, LABOR, EDUCATION, FAMILIES, POVERTY, CHILD CARE.
SOURCE: GPO, 2903-0002, WAGE.

HIGHLIGHTS OF WELFARE REFORM - REFORM/RENEWAL FOR THE 70'S. 16/02/1971, 26P. (EXEC. OFFICE OF THE PRESIDENT, THE DOMESTIC COUNCIL)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: WELFARE REFORM, SYSTEM, PLAN.
SOURCE: GPO, 4101-0056, $0.40.

USING THE NONPROFESSIONAL. 1970, 18P. (DEPT. OF LABOR, MANPOWER ADMIN.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL, ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: NONPROFESSIONAL, HIRING, TRAINING, DISADVANTAGED YOUTH.
SOURCE: GPO, 2900-0041, $0.30.

PREVOCATIONAL AND VOCATIONAL TRAINING PROGRAMS. 1970, 38P. (DEPT. OF LABOR, MANPOWER ADMIN.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: PREVOCATIONAL TRAINING PROGRAMS, VOCATIONAL TRAINING PROGRAMS, DISADVANTAGED YOUTH.
SOURCE: GPO, 1780-0700, $0.60.

TESTING, COUNSELING, AND SUPPORTIVE SERVICES. 1970, 55P. (DEPT. OF LABOR, MANPOWER ADMIN.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: TESTING, COUNSELING, SUPPORTIVE SERVICES, DISADVANTAGED YOUTH.
SOURCE: GPO, 2900-0044, $0.60.

THE NEGROES IN THE U.S. - THEIR ECONOMIC AND SOCIAL SITUATION. 06/1966, 241P. (DEPT. OF LABOR, BUR. OF LABOR STATISTICS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, ECONOMIC.
DOCUMENT CONTENTS INCLUDE: NEGROES, UNITED STATES, ECONOMIC SITUATION, SOCIAL SITUATION, POPULATION, INCOME.
SOURCE: GPO, 2901-0056, $1.25.

IMPACT ON THE COMMUNITY. 1970, 36P. (DEPT. OF LABOR)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: IMPACT, COMMUNITY, DISADVANTAGED YOUTH.
SOURCE: GPO, 2900-0038, $0.35.

JOB PLACEMENT, CREATION, AND DEVELOPMENT. 1970, 31P. (DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: JOB PLACEMENT, CREATION, DEVELOPMENT, DISADVANTAGED YOUTH.
SOURCE: GPO, 2900-0040, $0.40.

BASIC EDUCATION. 1970, 17P. (DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: BASIC EDUCATION, DISADVANTAGED YOUTH.
SOURCE: GPO, 2900-0039, $0.30.

GROWING UP POOR. 1969, 117P. (CHILMAN, CATHERINE S.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: POOR, SUBCULTURES, POVERTY, EMOTIONAL HEALTH, EDUCATION, SOCIAL.
SOURCE: GPO, 1760-0013, $0.45.

POST-INSTITUTIONAL SERVICES FOR DELINQUENT YOUTH. 1967, 50P. (MANELLA, RAYMOND L.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: POST-INSTITUTIONAL SERVICES, DELINQUENT YOUTH, LEGAL, SUPERVISION, ADMINISTRATIVE, PROGRAM, RELEASE, STANDARDS.
SOURCE: GPO, 1791-0103, $0.25.

GROUP COUNSELING WITH DELINQUENT YOUTH. 1968, 38P. (GILMAN, MERRITT, GORLICH, ELIZABETH)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: GROUP COUNSELING, DELINQUENT YOUTH, STRUCTURE, ROLE, TRAINING, LEADERSHIP.
SOURCE: GPO, 1791-0105, $0.30.

NONMETROPOLITAN DELINQUENCY: AN ACTION PROGRAM. 1969, 27P. (POLK, KENNETH)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: NONMETROPOLITAN, DELINQUENCY, CRIME, SCHOOL, PROGRAMS.
SOURCE: GPO, 1760-0052, $0.30.

TOWARD A POLITICAL DEFINITION OF JUVENILE DELINQUENCY. 08/1970, 17P. (MARTIN, JOHN M.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: POLITICAL, JUVENILE DELINQUENCY.
SOURCE: GPO, 1766-0003, $0.25.

YOUTH AND VIOLENCE. 1970, 91P. (WOLFGANG, MARVIN E.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- GUIDANCE AND COUNSELING: GENERAL, YOUTH. DISADVANTAGED/HANDICAPPED EXTERNAL: ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: YOUTH, VIOLENCE, SOCIALIZATION, SUBCULTURE, CRIMES, STUDENT, SOCIETY.
SOURCE: GPO, 1766-0001, $0.55.

HEARINGS BEFORE THE NATIONAL COMMISSION ON URBAN PROBLEMS, VOLUME 5. 10/1967, 499P. (NATIONAL COMM. ON URBAN PROBLEMS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: URBAN PROBLEMS, HOUSING, INNER CITY.
SOURCE: GPO, 0400-0137, $2.00.

HEARINGS BEFORE THE NATIONAL COMMISSION ON URBAN PROBLEMS, VOLUME 4. 09/1967, 494P. (NATIONAL COMM. ON URBAN PROBLEMS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: URBAN PROBLEMS, GHETTOS, HOUSING, JOB OPPORTUNITIES.
SOURCE: GPO, 0400-0138, $1.75.

HEARINGS BEFORE THE NATIONAL COMMISSION ON URBAN PROBLEMS, VOLUME 3. 1968, 387P. (NATIONAL COMM. ON URBAN PROBLEMS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: URBAN PROBLEMS, HOUSING, LAND-USE CONTROL.
SOURCE: GPO, 0400-0139, $1.50.

HEARINGS BEFORE THE NATIONAL COMMISSION ON URBAN PROBLEMS, VOLUME 2. 1968, 493P. (NATIONAL COMM. ON URBAN PROBLEMS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: URBAN PROBLEMS, BUILDING CODES, HOUSING.
SOURCE: GPO, 0400-0140, $1.75.

HEARINGS BEFORE THE NATIONAL COMMISSION ON URBAN PROBLEMS, VOLUME 1. 1968, 361P. (NATIONAL COMM. ON URBAN PROBLEMS)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: URBAN PROBLEMS, GHETTOS, HOUSING CODES.
SOURCE: GPO, 0400-0141, $1.00.

INDIAN EDUCATION: A NATIONAL TRAGEDY - A NATIONAL CHALLENGE. 11/1969, 220P. (91ST CONGRESS 1ST SESSION, SENATE, REPORT NO. 91-501: SPECIAL SUBCOMMITTEE ON INDIAN EDUCATION)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: INDIAN, EDUCATION, TRAGEDY, CHALLENGE, POLICY, HISTORICAL PERSPECTIVE, ALCOHOLISM, MENTAL HEALTH, SCHOOLS, GOALS, ADMINISTRATION.
SOURCE: GPO, 5271-0173, $1.00.

SCHOOLS CAN BE DESEGREGATED. 06/1967, 16P. (COMM. FOR CIVIL RIGHTS CLEARINGHOUSE PUBLICATION NO. 8)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: SCHOOLS, DESEGREGATION, RACIAL ISOLATION, COMPENSATORY EFFORTS, REMEDIES.
SOURCE: GPO, 0500-0031, $0.15.

SOUTHERN SCHOOL DESEGREGATION 1966-67. 1968, 163P. (U.S. COMM. ON CIVIL RIGHTS)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: SOUTHERN, SCHOOL, DESEGREGATION, GUIDELINES, OPPORTUNITIES, IMPLEMENTATION, JUSTICE, PRIVATE.
SOURCE: GPO, 0500-0010, $0.55.

APPENDICES: RACIAL ISOLATION IN THE PUBLIC SCHOOLS. 1967, 293P. (U.S. COMM. ON CIVIL RIGHTS, 1967)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: RACIAL ISOLATION, PUBLIC SCHOOLS, EXTENT, GROWTH, CITY, SUBURBAN, OUTCOMES, ANALYSIS, COMPOSITION.
SOURCE: GPO, 0500-0008, $1.00.

DIRECTORY FOR REACHING MINORITY GROUPS. 1970, 255P. (DEPT. OF LABOR, MANPOWER ADMIN.)
REFERENCE BOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL, ECONOMIC, ENVIRONMENTAL.
DOCUMENT CONTENTS INCLUDE: DIRECTORY, MINORITY GROUPS.
SOURCE: GPO, 2906-0004, $2.00.

AN ANALYSIS OF SOURCES OF INFORMATION ON THE POPULATION OF THE NAVAHO. 1966, 220P. (JOHNSTON, DENIS FOSTER)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: SOURCES, INFORMATION, NAVAHO, ECOLOGY, CULTURE, POPULATION.
SOURCE: GPO, 4700-0005, $2.00.

RACIAL ISOLATION IN THE PUBLIC SCHOOLS, VOLUME 1. 1967, 276P. (U.S. COMM. ON CIVIL RIGHTS, 1967)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS, STATISTICS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: RACIAL ISOLATION, PUBLIC SCHOOLS, EXTENT, CONTENT, CAUSES, EDUCATION, REMEDY, LAW, OUTCOMES.
SOURCE: GPO, 0500-0009, $1.25.

STRENGTHENING COMMUNITY SERVICES IN LOW-INCOME NEIGHBORHOODS - A FIELD GUIDE. 06/1967, 17P. (HEW, HUD)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: COMMUNITY, SERVICES, LOW-INCOME, NEIGHBORHOODS.
SOURCE: GPO, 2300-0137, $0.20.

ENGLISH AND STATE GOVERNMENT, SECTION 3 FOR THE STUDENT. 1971, 121P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: ENGLISH, STATE GOVERNMENT.
SOURCE: GPO, 2702-0018, $1.25.

ENGLISH AND FEDERAL GOVERNMENT, SECTION 2 FOR THE HELPER. 1969, 99P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: ENGLISH, FEDERAL GOVERNMENT.
SOURCE: GPO, 2702-0020, $1.00.

OUR UNITED STATES: FEDERAL TEXTBOOK ON CITIZENSHIP, BECOMING A CITIZEN SERIES, BOOK 2. 1969, 118P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: CITIZENSHIP.
SOURCE: GPO, 2702-0096, $1.50.

OUR AMERICAN WAY OF LIFE - FEDERAL TEXTBOOK ON CITIZENSHIP, BECOMING A CITIZEN SERIES, BOOK 1. 1970, 105P. (U.S. DEPT. OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE)
STUDENT-ORIENTED WORKBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- RELATED EDUCATION: GENERAL. DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, EDUCATIONAL.
DOCUMENT CONTENTS INCLUDE: CITIZENSHIP.
SOURCE: GPO, 2702-0091, $1.25.

PUTTING THE HARD-CORE UNEMPLOYED INTO JOBS - CASE STUDIES. 1968, 104P. (U.S. DEPT. OF JUSTICE, COMMUNITY RELATIONS SERVICE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. CASE STUDIES ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: UNEMPLOYED, JOBS, CASE STUDIES.
SOURCE: GPO, 2703-0006, $0.65.

PUTTING THE HARD-CORE UNEMPLOYED INTO JOBS. 1968, 38P. (U.S. DEPT. OF JUSTICE, COMMUNITY RELATIONS SERVICE)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: UNEMPLOYED, JOBS, PROBLEM, EDUCATION, TRAINING.
SOURCE: GPO, 2703-0005, $0.35.

A DECENT HOME. 1969, 252P. (THE PRESIDENT'S COMMITTEE ON URBAN HOUSING)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A POST-SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: PROBLEM, HOUSING, URBAN.
SOURCE: GPO, 4000-0134, $2.00.

PROCESS OF CHANGE - THE STORY OF SCHOOL DESEGREGATION IN SYRACUSE, NEW YORK. 06/1968, 28P. (U.S. COMM. ON CIVIL RIGHTS, CLEARINGHOUSE PUB. NO. 12)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: SCHOOL DESEGREGATION, SYRACUSE, NEW YORK.
SOURCE: GPO, 0500-0025, $0.30.

HOUSING AMERICA'S LOW- AND MODERATE-INCOME FAMILIES. 1968, 30P. (KEITH, NATHANIEL)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: HOUSING, LOW-INCOME FAMILIES, MODERATE-INCOME FAMILIES.
SOURCE: GPO, 4000-0133, $0.40.

REPORT ON THE TRANSITIONAL HOUSING EXPERIMENT, ROSEBUD INDIAN RESERVATION. 06/1969, 43P. (HUD, LOW INCOME HOUSING DEMONSTRATION PROGRAM)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. ILLUSTRATIONS ARE INCLUDED. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC.
DOCUMENT CONTENTS INCLUDE: TRANSITIONAL HOUSING EXPERIMENT, INDIAN RESERVATION, HISTORY, RESEARCH APPROACH, RESEARCH DESIGN.
SOURCE: GPO, 2300-0127, $0.50.

JOBS AND CIVIL RIGHTS - THE ROLE OF THE FEDERAL GOVERNMENT IN PROMOTING EQUAL OPPORTUNITY IN EMPLOYMENT AND TRAINING. 1969, 318P. (NATHAN, RICHARD P.)
TEXTBOOK WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ETHNIC, ECONOMIC.
DOCUMENT CONTENTS INCLUDE: JOBS, CIVIL RIGHTS, FEDERAL GOVERNMENT, EQUAL OPPORTUNITY, EMPLOYMENT, TRAINING.
SOURCE: GPO, 0500-0026, $2.50.

CONTINUITY AND CHANGE IN ANTIPOVERTY PROGRAMS. 03/1969, 33P. (NATIONAL ADVISORY COUNCIL ON ECONOMIC OPPORTUNITY)
PAMPHLET WHICH MAY BE USED AS RESOURCE MATERIAL, PRESENTED ON A SECONDARY LEVEL. SPECIAL ASPECTS INCLUDE-- DISADVANTAGED/HANDICAPPED EXTERNAL: ECONOMIC.
DOCUMENT CONTENTS INCLUDE: CONTINUITY, CHANGE, ANTIPOVERTY PROGRAMS, STRATEGIES, FEDERAL ANTIPOVERTY ORGANIZATION, STATE ANTIPOVERTY MACHINERY, LOCAL ANTIPOVERTY MACHINERY.
SOURCE: GPO, 4108-0005, $0.30.

FOCUS ON COMMUNITY ACTION, REPORT OF THE NATIONAL ADVISORY COUNCIL ON ECONOMIC OPPORTUNITY, MARCH 1968. 03/1968, 56P. (NATIONAL ADVISORY COUNCIL ON ECONOMIC OPPORTUNITY WITH OFFICE OF ECONOMIC OPPORTUNITY)
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DOCUMENT CONTENTS INCLUDE: RURAL, MANPOWER DEVELOPMENT, TRAINING, FAMILY SERVICE.
SOURCE: MANPOWER.